University Financials

Reporting

Financial Reporting User Manual

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PeopleSoft Financial Reporting

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PeopleSoft Financials System Reporting

For each PeopleSoft Financial module, which includes Purchasing, Accounts Payable, General Ledger, and others, you can gather, manipulate, and display financial data that is stored in the system. Within the individual modules, data is gathered, manipulated and displayed using online pages or standard departmental reports, as introduced in the following sections. For more information on accessing online pages and reports, see the appropriate user guide.

Display of Financial Data in Online Pages

There are two types of online pages that can be used to input and retrieve financial data. These are *Use* pages and *Inquiry* pages. *Use* pages enable you to display and change some or all of the data that is displayed. *Inquiry* pages enable you to query the system for data that is stored, but the information returned is view only.

Use pages are used for data entry primarily. Conversely, *Inquiry* pages provide quick access to the display of financial data, but the data displayed consists of little subtotaling, simple headers, a single font, and so forth. These pages are not intended for use as reports, but rather as a means of managing data. As such, it is often difficult to obtain a printout of the data from these pages, unless you capture and insert the data into a Word document.

Display of Financial Data in Standard Reports

Within most of the individual PeopleSoft financial modules, you can generate standard reports that are specific to that module only. To generate these reports, you must run a process that queries the financial module in real-time, then formats the gathered details into a report format that can be viewed online or printed easily.

While these reports are not complex, they provide important data for the individual modules. For example, within the Purchasing module, you can generate various Requisition, Purchase Orders, or Receiving Reports.

To generate information of a more complex nature, including reports that contain balances, encumbrances, and data from systems outside of the PeopleSoft system, such as Coeus and Labor Accounting, the Data Mall Financial Reports can be referenced.

Data Mall Financial Reporting

Although the PeopleSoft Financials System enables you to gather financial data for each financial module, this type of reporting works best when gathering, manipulating, or displaying information for a single module. More complex financial reporting is based on gathering and compiling data from multiple PeopleSoft Financial modules, or even combining data from sources outside of the PeopleSoft Financials System.

Report Generation in the Data Mall

For complex report generation, a data warehouse has been created called the Data Mall. The Data Mall consists of various data 'stores' from a number of administrative systems. The financial data that is collected and stored in the Data Mall is copied from various financial systems on a nightly basis. Hence, while the data is the same as the information stored in the COEUS, Labor Accounting, Stripes, and PeopleSoft Financials, the Data Mall contains financial information that is up-to-date as of the end of the previous day.

University Financials within the Data Mall

Within the Data Mall, you can access the University Financials store to perform various tasks, such as browsing Princeton Journals or Paid Distribution Journals, looking up GL and AP data definitions, accessing standard reports for certain departments, and generating and displaying Departmental Reports.

This guide describes how to generate, view, and print Departmental Reports within the Data Mall. The report types available to you include the Departmental Summary Report (DSR), Project Grant Statement (PGS), and Sponsored Project Report (SPR).

To access the Data Mall and University Financials store, see "Accessing the DataMall and University Financials," on page 4. For more information on the report types, see "Types of Departmental Financial Reports," on page 11.

Accessing the DataMall and University Financials

To generate financial reports, you must request access to the Data Mall and the University Financials System. To do this, complete the *PeopleSoft Access Request Form*. This form, and instructions on how to complete it, can be found on the University Financials web page as shown below: **www.princeton.edu/ufinsi**.

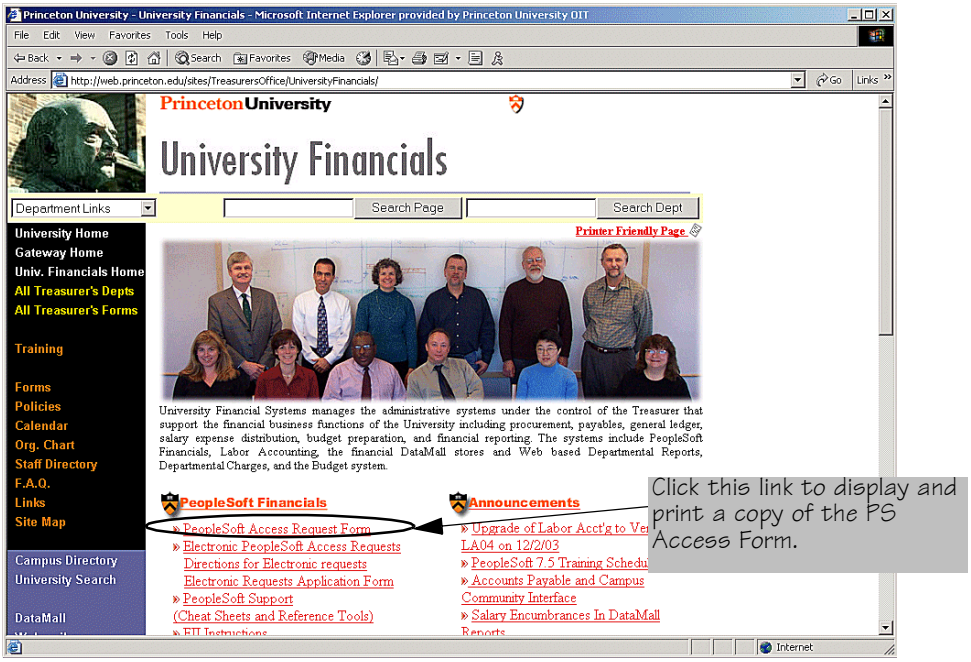

Princeton University - University Financials - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address http://web.princeton.edu/sites/TreasurersOffice/UniversityFinancials/
PrincetonUniversity
University Financials
Department Links
Search Page
Search Dept
Printer Friendly Page
University Home
Gateway Home
Univ. Financials Home
All Treasurer's Depts
All Treasurer's Forms
Training
Forms
Policies
Calendar
Org. Chart
Staff Directory
F.A.Q.
Links
Site Map
Campus Directory
University Search
DataMall
University Financial Systems manages the administrative systems under the control of the Treasurer that support the financial business functions of the University including procurement, payables, general ledger, salary expense distribution, budget preparation, and financial reporting. The systems include PeopleSoft Financials, Labor Accounting, the financial DataMall stores and Web based Departmental Reports, Departmental Charges, and the Budget system.
PeopleSoft Financials
» PeopleSoft Access Request Form
» Electronic PeopleSoft Access Requests
Directions for Electronic requests
Electronic Requests Application Form
» PeopleSoft Support
(Cheat Sheets and Reference Tools)
Announcements
» Upgrade of Labor Acct'g to Ver
LA04 on 12/2/03
» PeopleSoft 7.5 Training Schedu
» Accounts Payable and Campus
Community Interface
» Salary Encumbrances In DataMall
Reports
Internet
Click this link to display and print a copy of the PS Access Form.

Figure 1: Princeton University Financials Web Page

On the form, you can request access to specific project/grants. Once you have completed the form, have it approved by your department head or chair, then fax or send the form to the address provided in the instructions.

Note: To display data that shows salary encumbrances and payroll detail, you must have access to the Labor Accounting system as well.

The following sections describe how to sign in and out of the Data Mall, as well as how to change your password.

Signing into the Data Mall

The following procedure describes how to sign into the Data Mall and access the University Financials page.

To sign into the Data Mall and access University Financials:

1. Select **Administration**, from the list of options on the Princeton University home page: **www.princeton.edu**. The recommended web browser is Internet Explorer (IE).

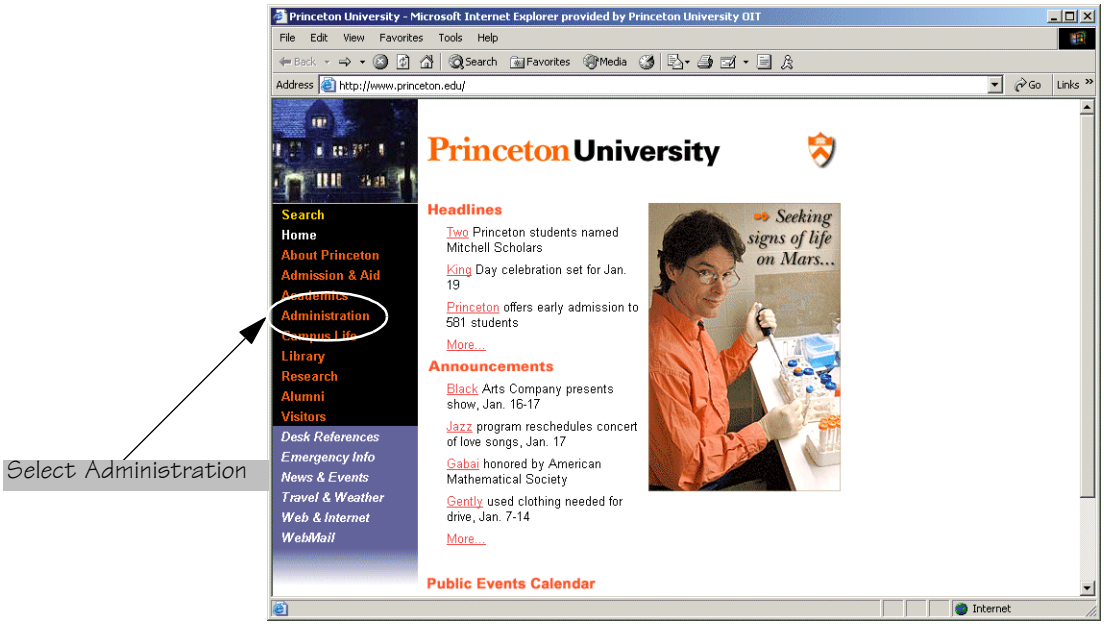


Figure 2: Princeton University Home Page

2. Select Data Mall from the list of *Business Resources & Systems*. The DataMall home page is displayed.

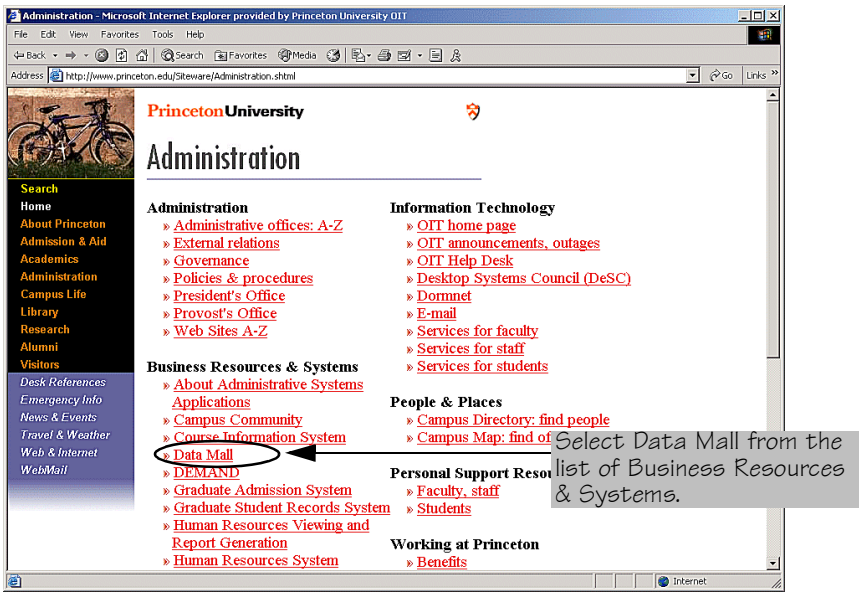


Figure 3: Accessing the DataMall Home Page

Tip! *You can create a bookmark for the DataMall home page, or enter the web address,* ***www.princeton.edu/datamall*** *for direct access.*

3. Select Enter the Administrative Mall from the DataMall home page.

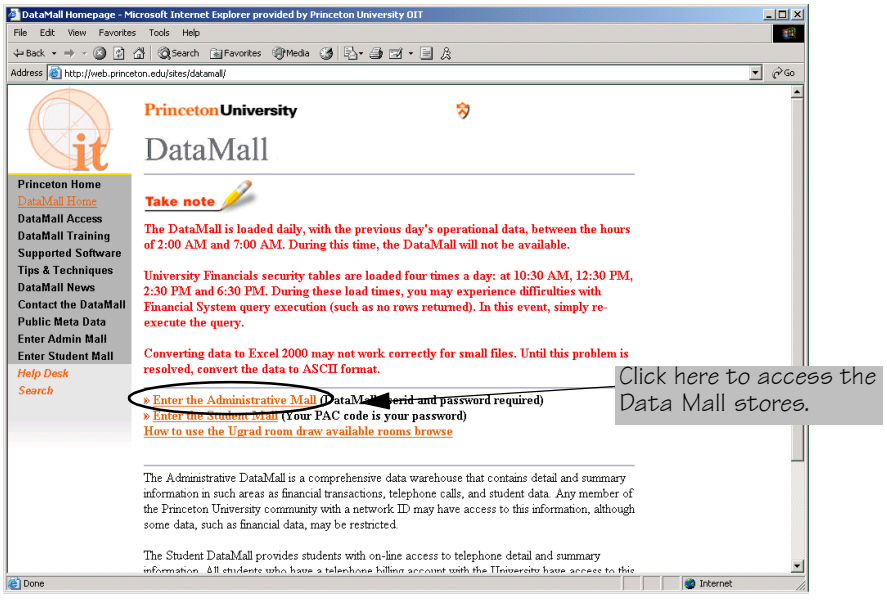

DataMall Homepage - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University
DataMall
Princeton Home
DataMall Home
DataMall Access
DataMall Training
Supported Software
Tips & Techniques
DataMall News
Contact the DataMall
Public Meta Data
Enter Admin Mall
Enter Student Mall
Help Desk
Search
Take note
The DataMall is loaded daily, with the previous day's operational data, between the hours of 2:00 AM and 7:00 AM. During this time, the DataMall will not be available.
University Financials security tables are loaded four times a day: at 10:30 AM, 12:30 PM, 2:30 PM and 6:30 PM. During these load times, you may experience difficulties with Financial System query execution (such as no rows returned). In this event, simply re-execute the query.
Converting data to Excel 2000 may not work correctly for small files. Until this problem is resolved, convert the data to ASCII format.
» Enter the Administrative Mall (DataMall userid and password required)
» Enter the Student Mall (Your PAC code is your password)
How to use the Ugrad room draw available rooms browse
The Administrative DataMall is a comprehensive data warehouse that contains detail and summary information in such areas as financial transactions, telephone calls, and student data. Any member of the Princeton University community with a network ID may have access to this information, although some data, such as financial data, may be restricted.
The Student DataMall provides students with on-line access to telephone detail and summary
Click here to access the Data Mall stores.

Figure 4: DataMall Home Page

A User/Password dialog box is displayed.

4. Enter your DataMall User ID and Password in the *User Name* and *Password* fields respectively, then click the OK button.

Tip! *Your DataMall password is unique to DataMall, and should not be confused with your LDAP password.*

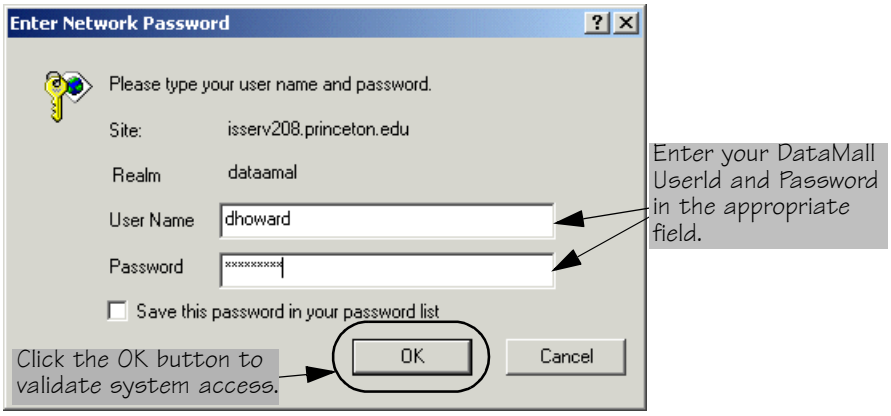

Enter Network Password
Please type your user name and password.
Site: isserv208.princeton.edu
Realm dataamal
User Name dhoward
Password
Save this password in your password list
OK
Cancel
Enter your DataMall Userid and Password in the appropriate field.
Click the OK button to validate system access.

Figure 5: User Authentication to the DataMall

The Princeton University DataMall page is displayed. This page lists the Data Mall stores that you can access.

5. Select University Financials Departmental Reports from the Princeton University DataMall page.

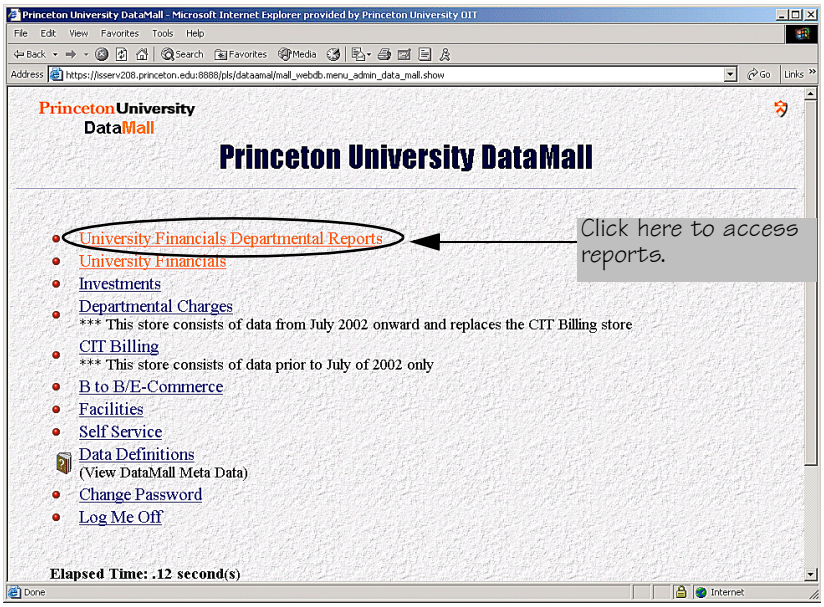

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
PrincetonUniversity DataMall
Princeton University DataMall
University Financials Departmental Reports
University Financials
Investments
Departmental Charges
*** This store consists of data from July 2002 onward and replaces the CIT Billing store
CIT Billing
*** This store consists of data prior to July of 2002 only
B to B/E-Commerce
Facilities
Self Service
Data Definitions
(View DataMall Meta Data)
Change Password
Log Me Off
Elapsed Time: .12 second(s)
Click here to access reports.

Figure 6: Princeton University DataMall Page

The University Financials Departmental Reports page is displayed, which lists the reports that you can generate. For more information on the reports, see "Types of Departmental Financial Reports," on page 11.

Logging Out of the Data Mall

The following procedure describes how to log out of the Data Mall, once you complete your transactions.

To log out of the Data Mall:

1. Display the Princeton University DataMall page as follows:

   - If you are on the University Financials page, click the Princeton University DataMall link at the bottom of the page.
   - If you are viewing a Departmental Report, click on the web browser's Back button until the University Financials page is displayed, then click the Princeton University DataMall link at the bottom of the page.

   The Princeton University DataMall page is displayed.

2. Click the Log Me Off link on the Princeton University DataMall page.

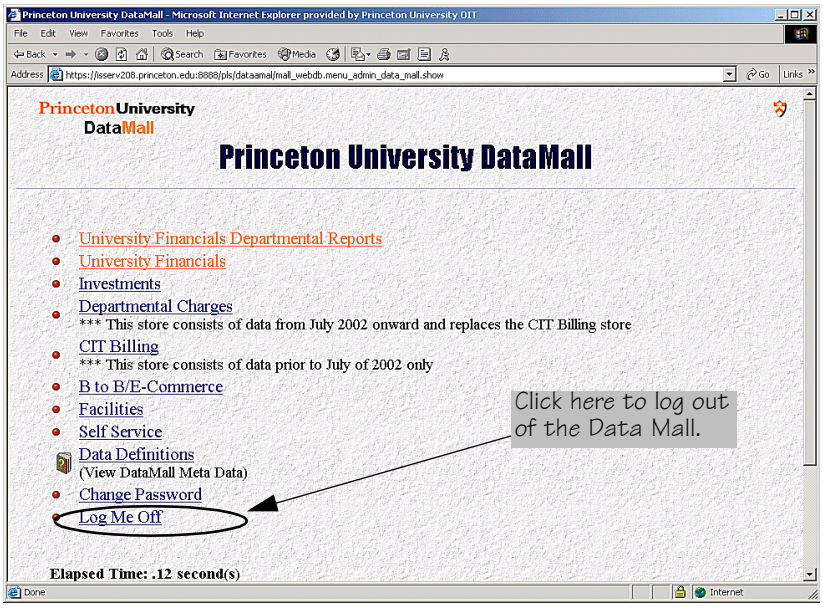

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/mall_webdb.menu_admin_data_mall.show
PrincetonUniversity DataMall
Princeton University DataMall
University Financials Departmental Reports
University Financials
Investments
Departmental Charges
*** This store consists of data from July 2002 onward and replaces the CIT Billing store
CIT Billing
*** This store consists of data prior to July of 2002 only
B to B/E-Commerce
Facilities
Self Service
Data Definitions
(View DataMall Meta Data)
Change Password
Log Me Off
Click here to log out of the Data Mall.
Elapsed Time: .12 second(s)
Done
Internet

Figure 7: Princeton University DataMall Page

Tip! *Your DataMall session times out if you do not log off, or if you close the web browser, your session ends.*

Changing Your Password

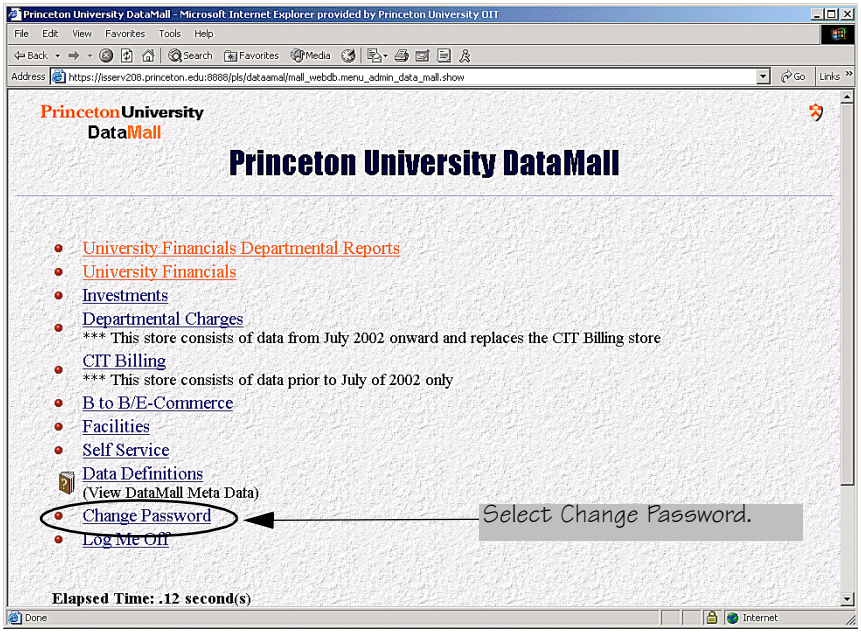
To ensure security within the Data Mall, you should change your password upon initially logging into the system.

To change your password:

1. Display the Princeton University DataMall page. See "Signing into the Data Mall," on page 5, Step 1 through Step 4 for instructions.

   The Princeton University DataMall page is displayed.

2. Select Change Password from the Princeton University DataMall page.



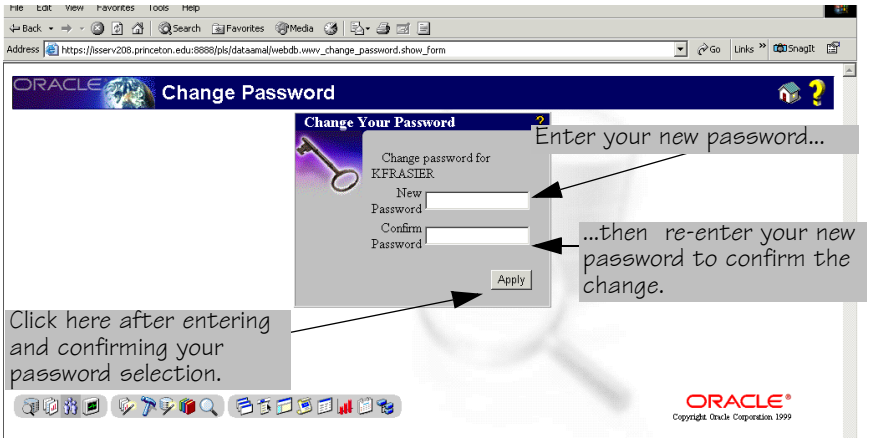
   The Change Password page is displayed.

3. Update your password as follows:

   a) Enter your new password in the *New Password* field.

   b) Re-enter your new password in the *Confirm Password* field.

c) Click on the Apply button to validate your password selection.



Your password is validated against the password database. Upon a successful password change, a message is returned to this effect.

During the same session, if you perform an operation that requires authentication, a dialog box is displayed; you are prompted to click the Yes button before you can proceed. The authentication screen is then displayed, and you must re-enter your user name and new password. Otherwise, your password change takes effect during your next session within the Data Mall.

Types of Departmental Financial Reports

The University Financials Departmental Reports provide summarized expense and revenue details by department, project/grant, and sponsored projects. The following sections provide an example and brief descriptions of the Departmental Reports that are available to you.

Departmental Reports Selection Page

The following is an example of the Departmental Reports page. To access this page, see "Accessing the DataMall and University Financials," on page 4.

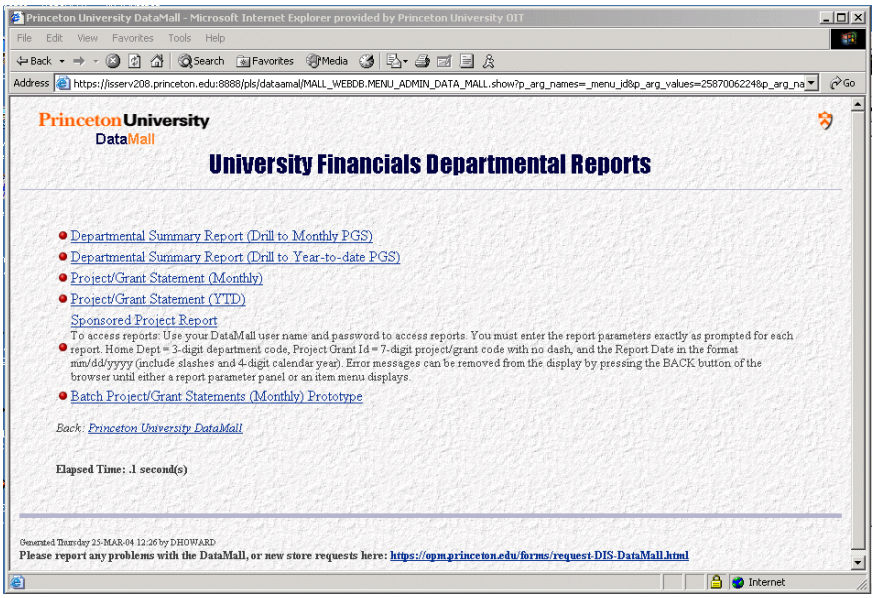

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://isserv208.princeton.edu:8888/pls/dataamal/MALL_WEBDB.MENU_ADMIN_DATA_MALL.show?p_arg_names=_menu_id&p_arg_values=2587006224&p_arg_na
Go
Princeton University
DataMall
University Financials Departmental Reports
Departmental Summary Report (Drill to Monthly PGS)
Departmental Summary Report (Drill to Year-to-date PGS)
Project/Grant Statement (Monthly)
Project/Grant Statement (YTD)
Sponsored Project Report
To access reports: Use your DataMall user name and password to access reports. You must enter the report parameters exactly as prompted for each report. Home Dept = 3-digit department code, Project Grant Id = 7-digit project/grant code with no dash, and the Report Date in the format mm/dd/yyyy (include slashes and 4-digit calendar year). Error messages can be removed from the display by pressing the BACK button of the browser until either a report parameter panel or an item menu displays.
Batch Project/Grant Statements (Monthly) Prototype
Back: Princeton University DataMall
Elapsed Time: .1 second(s)
Generated Thursday 25-MAR-04 12:26 by DHOWARD
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html
Internet

Figure 8: Available University Financials Departmental Reports

Available Departmental Reports

Table 1 describes the various reports available from the Departmental Reports page.

Table 1: Descriptions of Departmental Reports

Report Type	Description
Departmental Summary Report (DSR)	Displays summary information by project/grant. Reports include: ✧ Expense (DSR-E) ✧ Revenue (DSR-R) From this report, you can drill down to the individual YTD or MTD Project Grant Statements to obtain further details on the figures listed. See "Departmental Summary Report (DSR) Overview," on page 18 for more information.
Project Grant Statement (PGS)	Displays summary and monthly detail for a specific project/grant. ✧ Expense (PGS-E; non-sponsored projects) ✧ Expense (PGS-S; sponsored projects) ✧ Revenue (PGS-R) From this report you can drill down to further details on individual transactions within the Project Grant Statement. Additionally, you can access the Sponsored Project Report (SPR). See "Managing Project Grant Statements," on page 33 for more information.
Sponsored Project Report (SPR)	Displays summary information for a specific sponsored project, by budget category ITD (Inception to date). From this report, you can access the YTD Project Grant Statement to obtain details on the amounts displayed in the report. See "Sponsored Project Reports," on page 79 for more information.

Summary of New Features

For this release, PeopleSoft Financials information merges with Labor Accounting salary encumbrances and paid information to more accurately reflect the department's and individual project's unencumbered balance on all Departmental Reports.

The following sections provide more details on enhancements by report type.

All Departmental Reports

For all reports, the following applies:

- To display salary encumbrance data, you have the option to generate reports that include all salary encumbrances or to generate reports that prorate salary encumbrances based on the current budget/funding period.

- Drills to encumbrance amounts provide more detail, but both the PGS-E and PGS-S encumbrance and salary encumbrance drills are available on preliminary reports only. Once the month is finalized, salary encumbrance amounts no longer appear and cannot be drilled, although paid payroll drills continue to be available.

- Security levels within PeopleSoft Financials continue to determine which project/grants you can view, and likewise, Labor Accounting security determines your access to salary encumbrances and paid payroll drills.

- In the Departmental Summary Reports (DSR) and Project Grant Statements (PGS), Actuals are compared to Revenues to determine balances, while the Sponsored Project Report (SPR) compares Actuals to Budgets to determine balances. For most projects, during most of the year, Budget and Revenue amounts are the same, but there may be times (such as the beginning of the fiscal year), when these numbers are different.

To quantitate the differences between all departmental reports, two additional lines have been added to the SPR. The *Unallocated Revenue* field quantitates the difference between revenue and budget. The *Liquidated Encumbrances* field quantitates the encumbrances that have been liquidated since the period was initially reported. This field typically displays report differences for prior periods only. These lines enable the DSR, PGS, and SPR balances to remain synchronized with each other.

Departmental Summary Reports (DSR)

The Departmental Summary Reports (YTD and MTD) have been enhanced to include outstanding salary encumbrances from labor accounting, with related benefits and indirect costs included in the *Encumbrances & Pending Expenses* column. This amount is also found in the *Unencumbered Balance* columns.

From the DSR, you can drill to the Project Grant Statement (PGS), and then perform various other drills within the PGS to obtain information on the amounts displayed in the DSR.

Project Grant Statements (PGS)

The Project Grant Statement (PGS) has been enhanced as follows:

- The *YTD Summary* section now includes a new line for *Salary & Graduate Student Support and Related Benefits and Overhead Encumbrances*. This amount is also reflected in the *Unencumbered Balance.*

  From the amount that corresponds to the new line, you can drill down to salary encumbrance detail by person. The calculations in this drill are inclusive of indirect costs, benefits, and adjustments for future year salary encumbrances.

- Within a *Journal Entry*, you can click on the account (*Acct)* code of any transaction line to drill down to nonpayroll-related or payroll-related information. The drill to payroll-related data is referred to as the Payroll drill, which shows payment by staff, individuals, and earnings.

- Drills are enabled between a Project Grant Statement (PGS) and a Sponsored Project Report (SPR). To drill to an SPR, click on the Project Number, which is located in the header of the PGS.

Sponsored Project Report (SPR)

The Sponsored Project Report (SPR) has been enhanced to include outstanding salary encumbrances from labor accounting, with related benefits and indirect costs included in the *Commitments & Pending Expenses* column. This amount is also reflected in the *Unencumbered Balance* column.

From the Sponsored Project Report (SPR), you can drill to the Project Grant Statement (PGS), and then to other drills within the PGS that provide more information on the amounts displayed in the SPR. No other drills are available from the SPR. To drill to the PGS, click on the Project Grant Number located in the header of the SPR.

Two additional lines (*Unallocated Revenue* and *Liquidated Encumbrances*) have been added to the SPR to ensure that the report is consistent with the numbers reported on the DSR and PGS. The DSR and PGS compare Revenue to Actuals to determine the balance, while the SPR compares Actuals to Budget. The *Unallocated Revenue* field quantitates the differences between Revenue and Budget. The *Liquidated Encumbrances* field quantitates the encumbrances that have been liquidated since the period was reported initially. This field typically displays report differences for prior periods only.

Managing Departmental Summary Reports

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Departmental Summary Report (DSR) Overview

The Departmental Summary Report (DSR) displays summary information for a department by project/grant. From these reports, you can drill to a Project Grant Statement (PGSs) for more data. These reports include:

- ✧ DSR Drill to Monthly PGS (for Expense or Revenue)
- ✧ DSR Drill to YTD PGS (for Expense or Revenue)

The following sections describe how to generate and print Departmental Summary Reports (DSRs). Other sections in this chapter describe the components of a DSR and how to drill to a PGS.

Generating Departmental Summary Reports (DSRs)

Use this procedure to generate Departmental Summary Reports (DSRs).

To generate Departmental Summary Reports (DSRs):

1. Log on to the Data Mall as described in "Accessing the DataMall and University Financials," on page 4. The Princeton University DataMall is displayed.

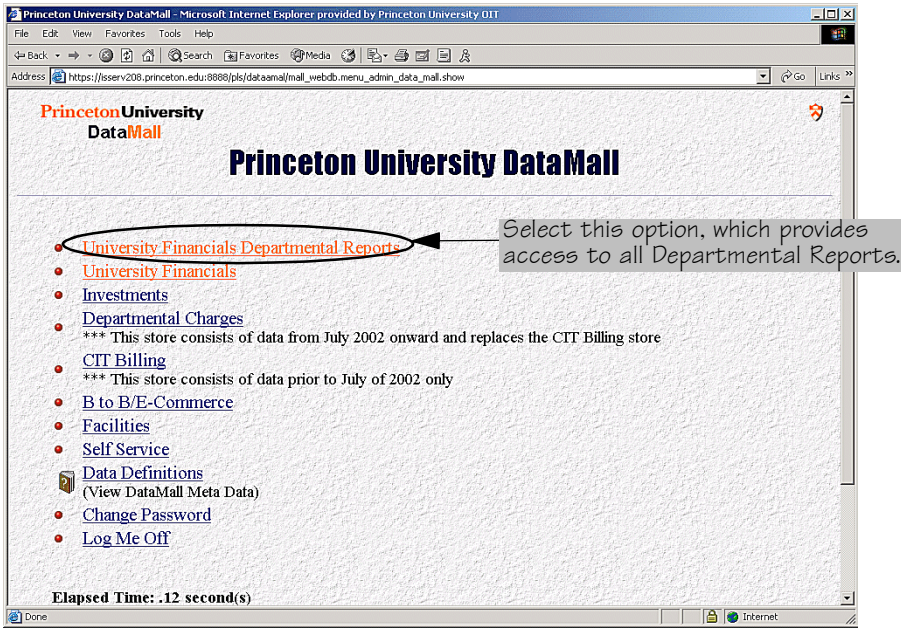
Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/mall_webdb.menu_admin_data_mall.show
PrincetonUniversity DataMall
Princeton University DataMall
Select this option, which provides access to all Departmental Reports.
University Financials Departmental Reports
University Financials
Investments
Departmental Charges
*** This store consists of data from July 2002 onward and replaces the CIT Billing store
CIT Billing
*** This store consists of data prior to July of 2002 only
B to B/E-Commerce
Facilities
Self Service
Data Definitions
(View DataMall Meta Data)
Change Password
Log Me Off
Elapsed Time: .12 second(s)
Done
Internet

Figure 9: Princeton University DataMall

2. Select University Financials Departmental Reports from the Princeton University DataMall page. The University Financials Departmental Reports page is displayed.

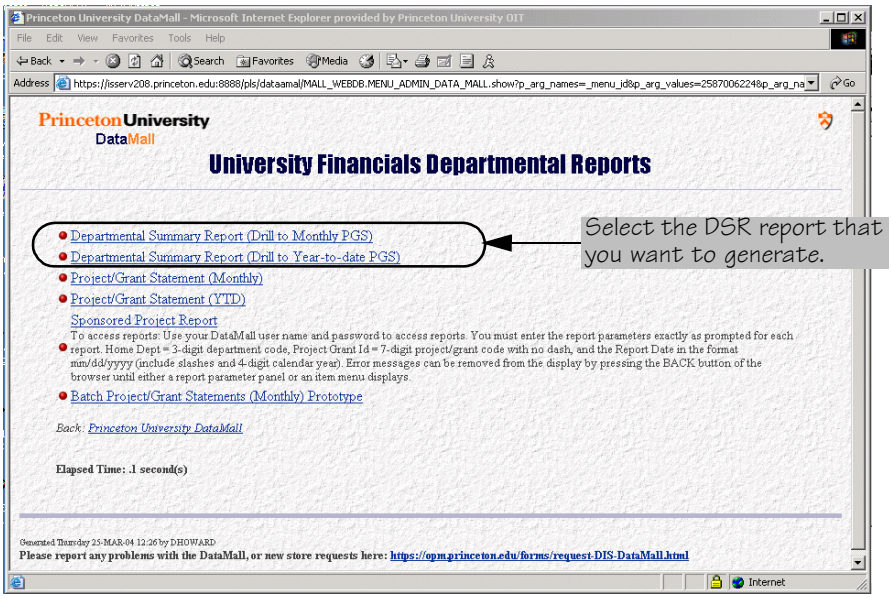
Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University
DataMall
University Financials Departmental Reports
Departmental Summary Report (Drill to Monthly PGS)
Departmental Summary Report (Drill to Year-to-date PGS)
Project/Grant Statement (Monthly)
Project/Grant Statement (YTD)
Sponsored Project Report
Batch Project/Grant Statements (Monthly) Prototype
Back: Princeton University DataMall
Elapsed Time: .1 second(s)
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html
Select the DSR report that you want to generate.

Figure 10: University Financials Departmental Reports Page

3. Select the Departmental Summary Report (DSR) type that you want to generate. Options are:

   - Departmental Summary Report (Drill to Monthly PGS)

     Enables you to view summarized expense or revenue reports by project/grant for a selected department for the specified month.

   - Departmental Summary Report (Drill to Year-to-date PGS)

     Enables you to view summarized expense or revenue reports by project/grant for a selected department through the specified month and year.

   Once you choose a report type, the Database Authentication page is displayed.

4. Validate your access to the report database:

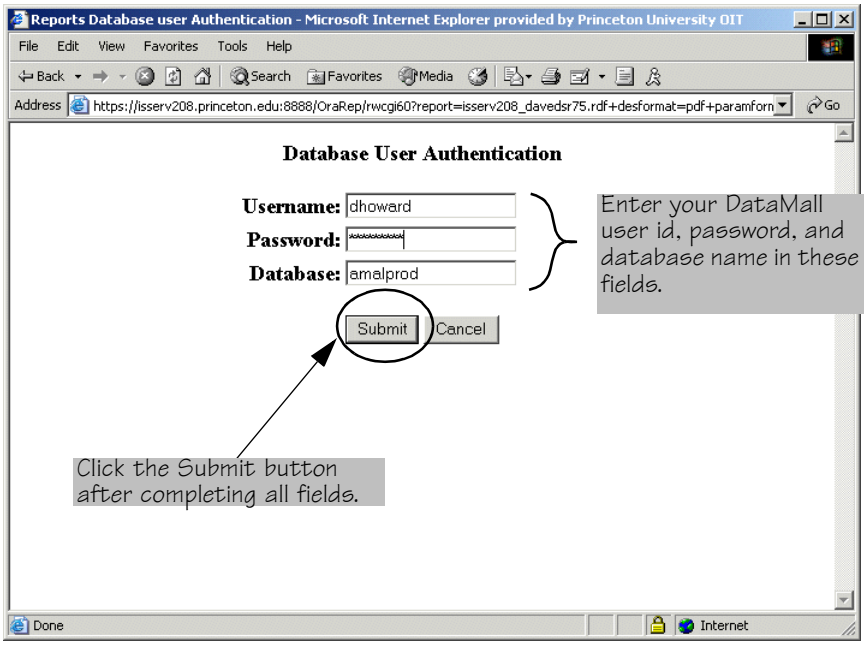

Figure 11: Database User Authentication Page.

a) Enter your Data Mall User ID and password into the *User Name* and *Password* fields, respectively.

b) Enter **amalprod** into the *Database* field, if this value is not present by default.

c) Click the Submit button. The Departmental Summary Report Query page is displayed.

Tip! *If the Departmental Summary Report Query page is not displayed, you lack access to the database with the user name and password you supplied. Verify that you have entered a valid user name and password.*

5. Specify parameters on the Departmental Summary Report Query page:

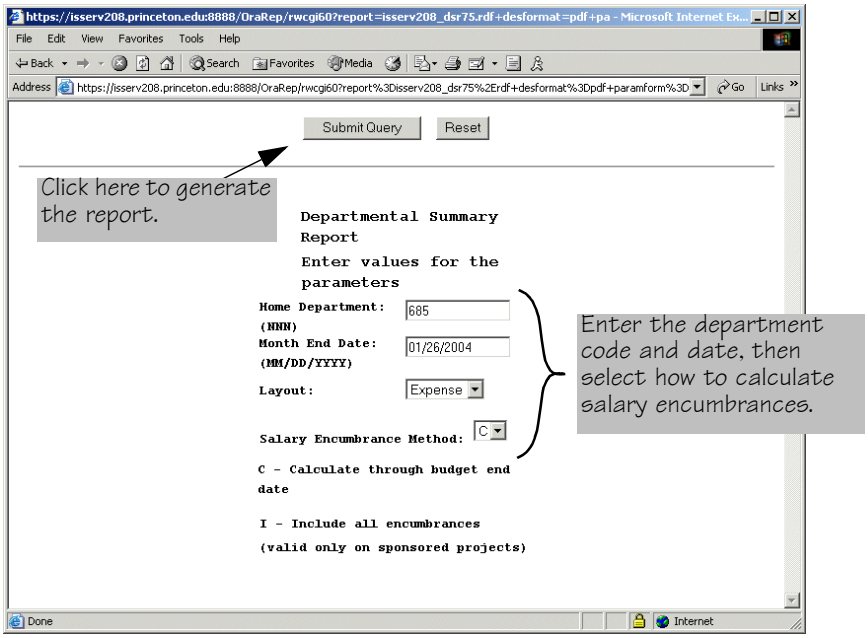

Figure 12: Departmental Summary Report Query Page

a) Enter a 3-digit department code in the *Home Department* field.

b) Enter any date within the month (using *mm/dd/yyyy* format) to generate a report for that month. By default, the current date is used. The report that is generated displays details for the entire month.

c) Select the type of report that you want to generate from the *Layout* drop down menu. Options are **Expense** or **Revenue**.

Note: Revenue project/grants are not available for all home departments.

d) Select how you want salary encumbrances calculated from the *Salary Encumbrances Method* drop down menu. Options are:

C	Calculate through the budget end date
I	Include all encumbrances

Tip! *To review the financial status of a project prior to closing a project, choose the* ***I*** *option to include all encumbrances. Selecting this option shows future salary encumbrances beyond the current budget funding period. These encumbrances should be removed from Labor Accounting (transferred or cancelled) prior to closing a project. This prevents these charges from appearing in a suspense account.*

e) Press the Submit Query button to generate the report.

The report that you requested is displayed if data is available for the parameters you specified. If the parameters you specified are not valid, the message returned is: **"MSG-03000: No data found for date entered. REP-0546: Invalid parameter input"**.

Printing Departmental Summary Reports (DSRs)

Once a Departmental Summary Report (DSR) is generated, you can view and/or print a copy of the report for later reference. See "Understanding DSR (Expense) Components," on page 23 and "Understanding DSR (Revenue) Components," on page 27 for examples and descriptions of reports.

To print a Departmental Summary Report (DSR):

1. Generate the Departmental Summary Report (DSR) as described in "Generating Departmental Summary Reports (DSRs)," on page 18.

   A Departmental Summary Report is displayed based on the parameters you specified.

2. Click on your web browser's **File** menu, then select the **Print** menu item. The Print dialog box is displayed.

3. Click the OK button to send the file to the printer.

Understanding DSR (Expense) Components

The Departmental Summary Report-Expense (DSR-E) displays summarized expenditures for a department by project/grant. From this report, you can drill down to a Project Grant Statement (PGS) to obtain further details on a selected project/grant.

The following sections provide examples and descriptions of the DSR-E components. For details on drilling down to a Project Grant Statement (PGS), see "Performing DSR-E or DSR-R Drills," on page 30.

Note: If you do not have full access to all of the projects/grants for your department, you can view only those to which you are assigned. Without full access to all project/grants, the totals and subtotals shown do not reflect the all-inclusive totals for the department.

DSR-E Example

Figure 13 is an example of the Departmental Summary Report-Expense (DSR-E). The report is divided into two primary sections: Report Header and Report Body.

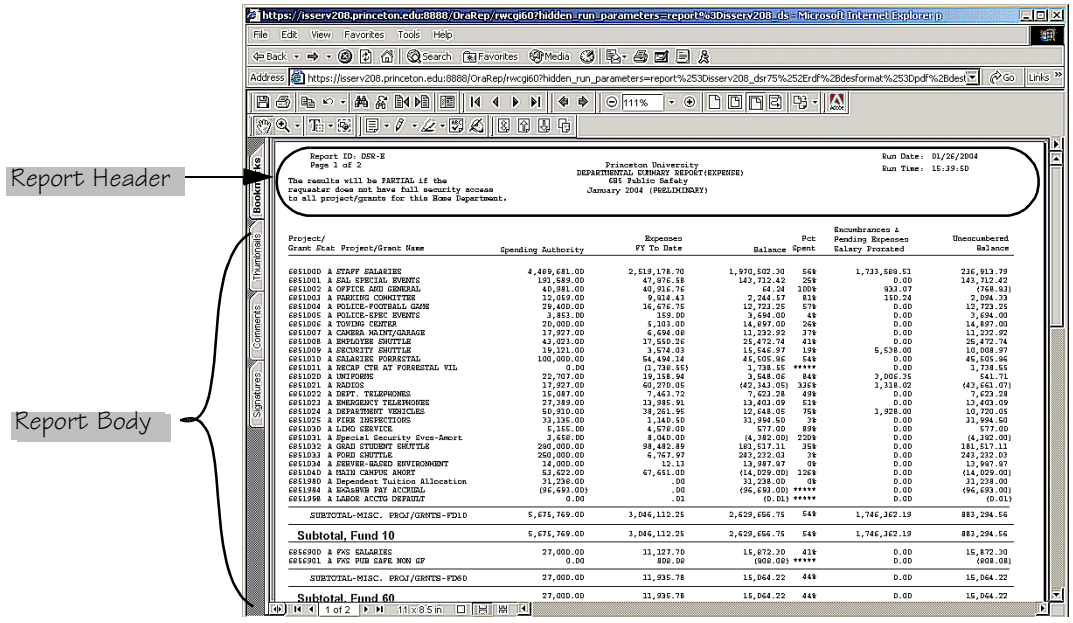

Figure 13: DSR-E Report Example

DSR-E Report Header

The Department Summary Report-Expense (DSR-E) header uniquely identifies each generated report, providing the following information: *Report ID*, Page Count, *Run Date/Run Time*, Report Name, Department Code and Name, and Month/Year/Status.

The Month/Year/Status field identifies the month and year to which the report applies, and indicates the status of the report, which is Preliminary (not closed) or Final (closed). If the report is marked Preliminary, tallying is not complete for the month. If the report is marked Final, tallying is complete.

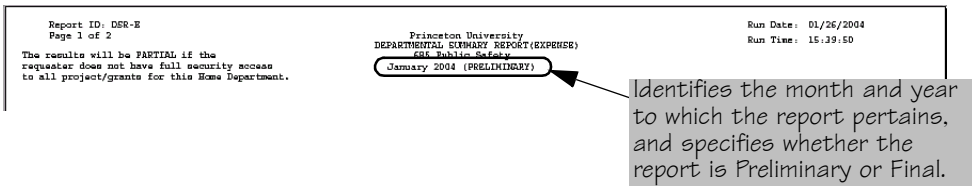
Report ID: DSR-E
Page 1 of 2
The results will be PARTIAL if the requester does not have full security access to all project/grants for this Home Department.
Princeton University
DEPARTMENTAL SUMMARY REPORT(EXPENSE)
GRL Public Safety
January 2004 (PRELIMINARY)
Run Date: 01/26/2004
Run Time: 15:39:50
Identifies the month and year to which the report pertains, and specifies whether the report is Preliminary or Final.

Figure 14: DSR-E Report Header

Tip! *Salary Encumbrances are included on Preliminary reports only.*

DSR-E Report Body

The DSR-E report body consists of nine columns of data as shown in the following example.

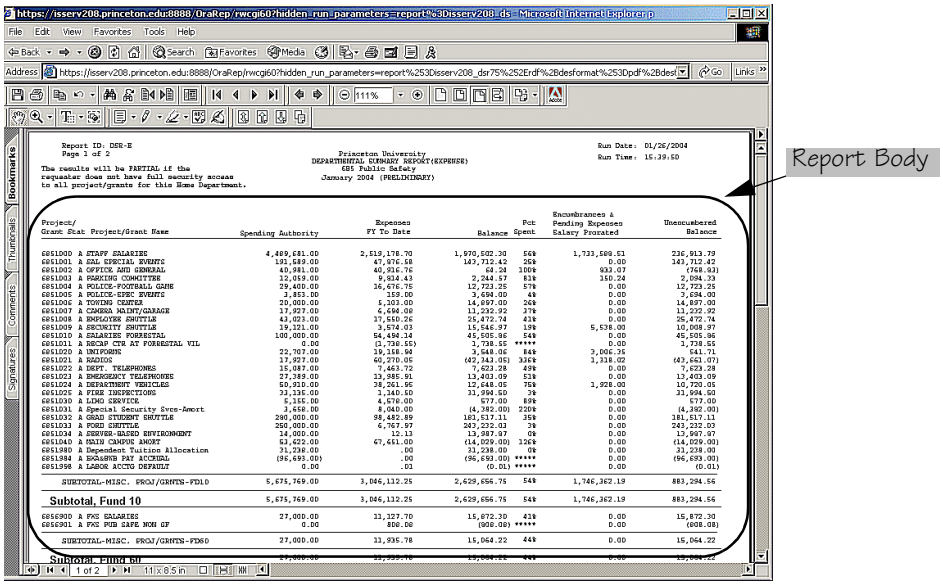

Figure 15: DSR-E Report Body

Table 2 describes each of the fields in the DSR-E report body.

Table 2: DSR-E Report Body

DSR-E Data Column Fields	Description
Project/Grant	Displays the 7-digit code that is associated with the expense project/grant for the department you specified. You can view any expense project/grant that is displayed. Project/grants are sorted sequentially, and if applicable, by *Subtotal Groups* and *Fund Code*. See "Grant Numbering and Fund Codes," on page 107 for more information. ***Tip!*** *Click any Project/Grant number in Column 1 to display the Project Grant Statement (PGS) for that project/grant. See "Performing DSR-E or DSR-R Drills," on page 30 for more information.*
Stat	Indicates the current state of the project/grant: **A** (Active) or **I** (Inactive). All **Active** project/grants can accept encumbrances for purchase requisitions, orders, commitments for salaries, graduate student support, or journal charges of any kind on the General Ledger. All **Inactive** project/grants are closed to further postings.
Project/Grant Name	Specifies the name of each project/grant.
Spending Authority	Displays the amount of funds authorized for each project/grant, which includes all revenue received or posted during the fiscal year, plus the net ending balance from the previous fiscal year. The value in this column is the sum of all transactions coded with Account 101 and 104-199. Revenues include budget allocations, investment earnings distributions, income, revenue transfers, deposits, and so forth, but revenues do not include sponsored project award amounts that have not been posted to the project on the General Ledger.
Expenses FY to Date	Shows the net amount of expenses paid and recorded to each project/grant during the specified fiscal year, which includes both true expenses (positive) and refunds (negative). The value in this column is the sum of all transactions coded with Account 200-399.
Balances	Indicates the amount calculated as the *Spending Authority* minus expenses. This amount is often referred to as ***cash*** balances, because it does not include encumbrances.

Table 2: DSR-E Report Body (Continued)

DSR-E Data Column Fields	Description
PCT Spent	Specifies the calculation of expenses as a percentage of *Spending Authority.*
Encumbrances & Pending Expenses	Displays the total amount of planned expenses (encumbrances) that have been approved but not paid, and any expenses (pending) that have been entered but not posted. The amount in this column includes encumbered purchase orders and outstanding salary encumbrances from Labor Accounting, with calculated benefits and indirect costs. This amount is also reflected in the *Unencumbered Balance* column. The salary encumbrance amount displayed in this column is based upon the parameters you specified when generating a report: **I** (includes all salary encumbrances) and **C** (prorates salary encumbrances based on the project/funding period). ***Tip!*** *Salary encumbrances are found on preliminary reports only.*
Unencumbered Balance	Indicates the amount calculated as the *Balance* minus *Encumbrances & Pending Expenses*. This is the true amount of the *Spending Authority*, funds, budget, and so forth that has not been spent or committed. This is often referred to as the ***free*** balance. If the *Unencumbered Balance* is zero, additional charges without additional income place the project in deficit. The *Unencumbered Balance* column includes encumbered purchase orders and outstanding salary encumbrances from Labor Accounting, with calculated benefits and indirect costs.

Understanding DSR (Revenue) Components

The Department Summary Report-Revenue (DSR-R) displays summarized details on revenue for a department by project/grant. From this report, you can drill down to a Project Grant Statement (PGS) to obtain further details on a specific project/grant.

The following sections provide examples and descriptions of the DSR-R components. For information on drilling down to a specific project/grant, see "Performing DSR-E or DSR-R Drills," on page 30.

Note: If you do not have full access to all of the projects/grants for your department, you can view only those to which you are assigned. Without full access to all project/grants, the totals and subtotals shown do not reflect the all-inclusive totals for the department.

DSR-R Example

Figure 16 is an example of the Departmental Summary Report-Revenue (DSR-R). The report is divided into two primary sections: Report Header and Report Body as shown in the following example.

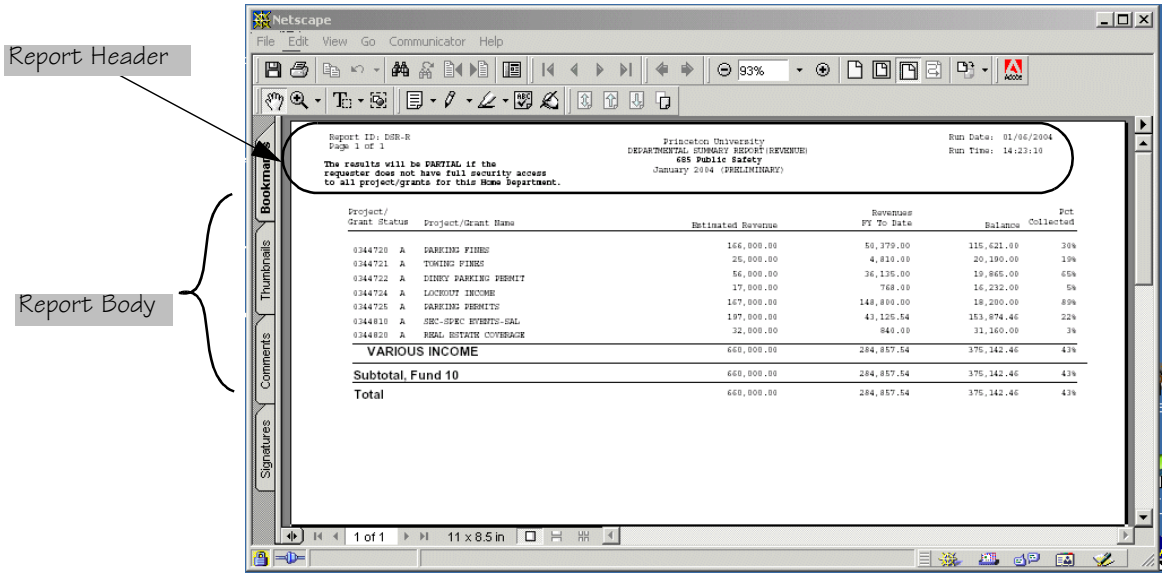
Report Header
Report Body
Netscape
File Edit View Go Communicator Help
Bookmarks
Thumbnails
Comments
Signatures
Report ID: DSR-R
Page 1 of 1
Princeton University
DEPARTMENTAL SUMMARY REPORT(REVENUE)
685 Public Safety
January 2004 (PRELIMINARY)
Run Date: 01/06/2004
Run Time: 14:23:10
The results will be PARTIAL if the requester does not have full security access to all project/grants for this Home Department.
Project/ Grant Status
Project/Grant Name
Estimated Revenue
Revenues FY To Date
Balance
Pct Collected
0344720 A PARKING FINES 166,000.00 50,379.00 115,621.00 30%
0344721 A TOWING FINES 25,000.00 4,810.00 20,190.00 19%
0344722 A DINKY PARKING PERMIT 56,000.00 36,135.00 19,865.00 65%
0344724 A LOCKOUT INCOME 17,000.00 768.00 16,232.00 5%
0344725 A PARKING PERMITS 167,000.00 148,800.00 18,200.00 89%
0344810 A SEC-SPEC EVENTS-SAL 197,000.00 43,125.54 153,874.46 22%
0344820 A REAL ESTATE COVERAGE 32,000.00 840.00 31,160.00 3%
VARIOUS INCOME 660,000.00 284,857.54 375,142.46 43%
Subtotal, Fund 10 660,000.00 284,857.54 375,142.46 43%
Total 660,000.00 284,857.54 375,142.46 43%
1 of 1
11 x 8.5 in

Figure 16: DSR-R Report Example

DSR-R Report Header

The Department Summary Report-Revenue (DSR-R) header uniquely identifies each generated report, providing the following information: *Report ID*, Page Count, *Run Date/Run Time*, Report Name, Department Code and Name, and Month/Year/Status.

The Month/Year/Status field identifies the month and year to which the report applies, and indicates the status of the report, which is Preliminary (not closed) or Final (closed). If the report is marked Preliminary, tallying is not complete for the month. If the report is marked Final, tallying is complete.

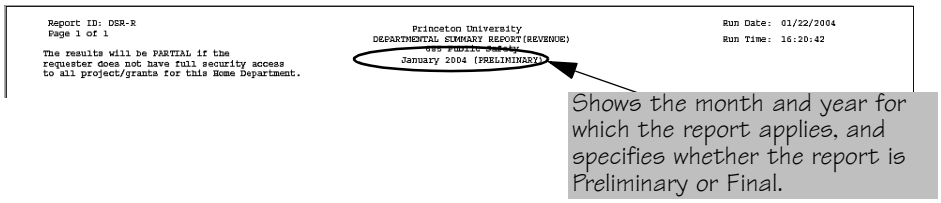
Report ID: DSR-R
Page 1 of 1
The results will be PARTIAL if the requester does not have full security access to all project/grants for this Home Department.
Princeton University
DEPARTMENTAL SUMMARY REPORT(REVENUE)
685 Public Safety
January 2004 (PRELIMINARY)
Run Date: 01/22/2004
Run Time: 16:20:42
Shows the month and year for which the report applies, and specifies whether the report is Preliminary or Final.

Figure 17: DSR-R Report Header

DSR-R Report Body

The Department Summary Report-Revenue (DSR-R) is tabular in format and consists of seven data columns as shown in the Figure 18.

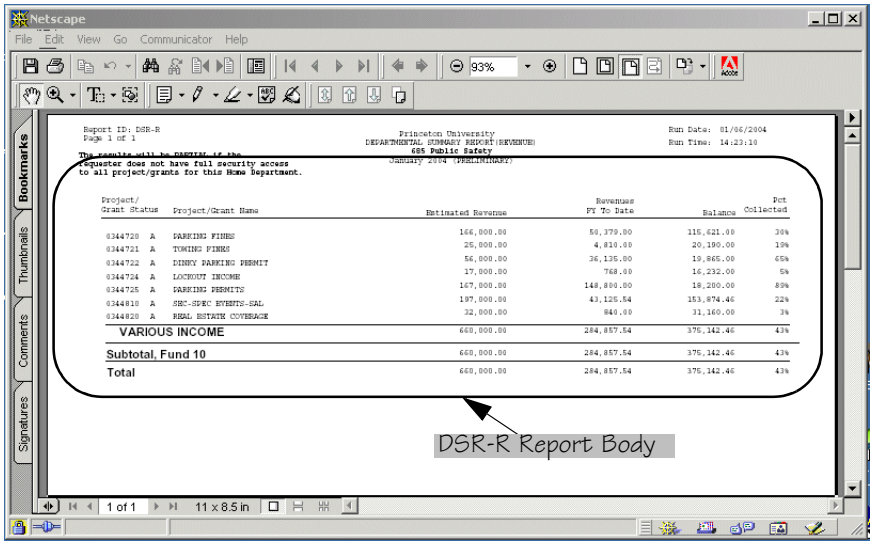

Figure 18: DSR-R Report Body

Table 3 lists and describes each data column on the Department Summary Report-Revenue (DSR-R).

Table 3: DSR-R Report Body

DSR-R Data Column	Description
Project/Grant	Displays the 7-digit value that is associated with the revenue project/grant for the department you specified. You can view any revenue project/grant that is displayed. Project/grants are sorted sequentially, and if applicable, by Subtotal groups and Fund Code. See "Grant Numbering and Fund Codes," on page 107 for more information. ***Tip!*** *Click on any Project/Grant number in Column 1 to display the Project Grant Statement (PGS) report for the selected project/grant. See "Performing DSR-E or DSR-R Drills," on page 30 for details.*
Status	Indicates the current status of the project/grant: **A** (Active) or **I** (Inactive). All **Active** project/grants can accept encumbrances for purchase requisitions, orders, commitments for salaries, graduate student support, or journal charges of any kind on the general ledger. An **Inactive** project/grant is closed to further postings.
Project/Grant Name	Specifies the name of each project/grant.
Estimated Revenue	Displays the amount of revenue each project/grant is estimated to collect. This includes all revenue received or posted during the fiscal year, plus the net ending balance from the previous fiscal year. The value in this column is the sum of all transactions coded with Account 000, 101, and budget allocations coded 000.
Revenues FY to Date	Shows the net amount of revenues recorded to each project/grant during the specified fiscal year. It is all transactions coded with Accounts 110-199.
Balance	Indicates the amount calculated as the *Estimated Revenue* minus the *Revenues FY to Date*.
PCT Collected	Specifies the calculation of *Revenues FY to Date* as a percentage of *Estimated Revenue*.

Performing DSR-E or DSR-R Drills

From a DSR-E or DSR-R, you can drill down to a selected Project Grant Statement (PGS). The type of PGS that is displayed depends on the report type you specified and the parameters that you used to generate the Departmental Summary Report (DSR). Your options for DSR report types include:

- ✧ DSR-E or DSR-R (Drill to Monthly PGS)
- ✧ DSR-E or DSR-R (Drill to Year-to-date PGS)

Further, parameters that you specify when generating a DSR determine whether the report is for Expense or Revenue, which affects the type of PGS that is displayed. For example, if you generate a MTD DSR-E report, then drill down to a PGS report, the report displayed is a MTD PGS-E or MTD PGS-S report.

To drill from the DSR to a PGS:

1. Generate a Departmental Summary Report (DSR) as described on "Generating Departmental Summary Reports (DSRs)," on page 18.

Click any project/ grant to drill down to the PGS.

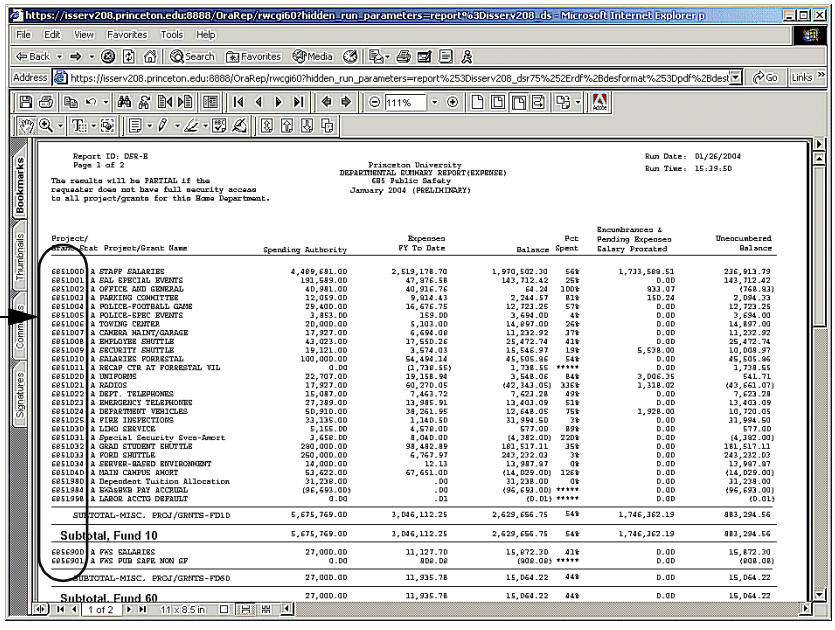

Figure 19: Departmental Summary Report

2. Click on any project/grant number in Column 1 to drill down to the PGS report for that project. The PGS for the project/grant number that you select is displayed.

   See “Managing Project Grant Statements,” on page 33 for a complete description of the Project Grant Statements.

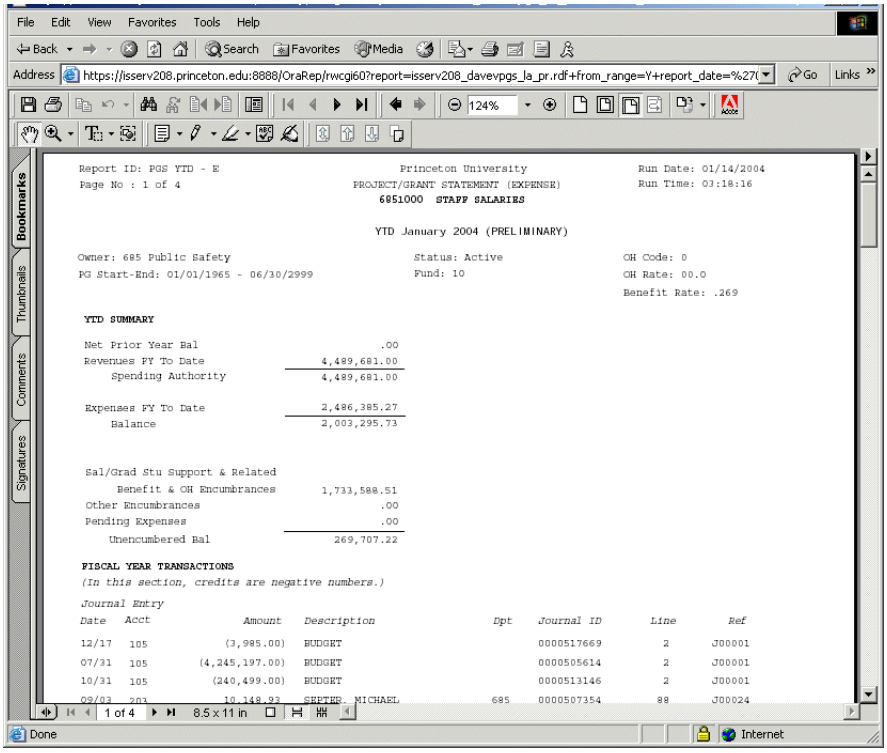

Figure 20: DSR YTD Drill to a PGS YTD

3. Click on your web browser’s Back button to return to the Departmental Summary Report (DSR). From the DSR, you can opt to view other Project Grant Statements (PGSs) as described in the previous steps.

Managing Project Grant Statements

3

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Project Grant Statement (PGS) Overview

The Project Grant Statement (PGS) displays summary information for a specific project/grant. There are three variations of this report:

- ✧ Expense (PGS-E; non-sponsored project)
- ✧ Expense (PGS-S; sponsored project)
- ✧ Revenue (PGS-R)

From the Project Grant Statement (PGS), you can drill to additional information on a transaction such as salary encumbrance, payroll charge detail, and more.

Note: Some of the drills that you can perform are dependent upon your security within the Labor Accounting system.

The following sections describe how to generate and print a PGS. Later sections in this chapter describe how to understand the PGS components and perform drills from the PGS.

Generating Project Grant Statements (PGSs)

You can access Project Grant Statements (PGSs) from a Departmental Summary Report (DSR), or you can generate an individual PGS as described in this section. The report that is generated in either instance, depends on the parameters that you use to generate the report.

This section describes how to generate an individual Project Grant Statement (PGS). For details on accessing a Project Grant Statement (PGS) from a Departmental Summary Report (DSR), see “Performing DSR-E or DSR-R Drills,” on page 30.

To access an individual Project Grant Statement (PGS):

1. Log on to the Data Mall as described in "Accessing the DataMall and University Financials," on page 4. The Princeton University DataMall page is displayed.

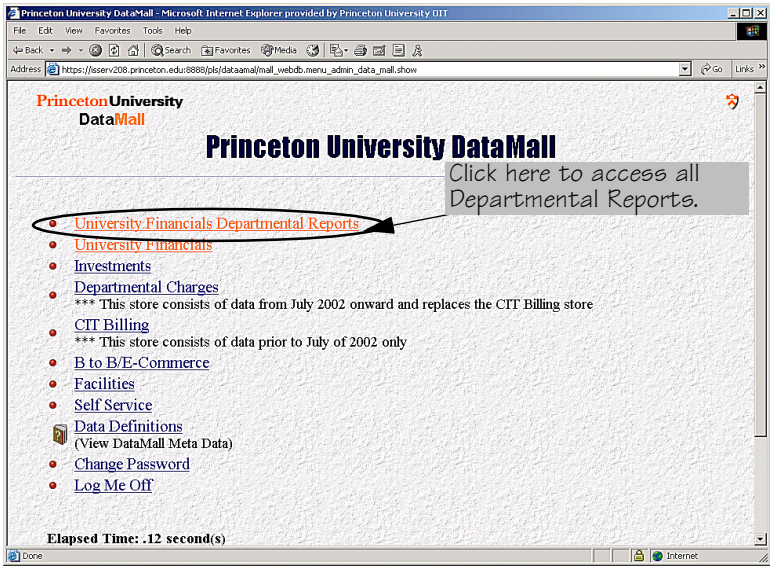

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University DataMall
Princeton University DataMall
Click here to access all Departmental Reports.
University Financials Departmental Reports
University Financials
Investments
Departmental Charges
*** This store consists of data from July 2002 onward and replaces the CIT Billing store
CIT Billing
*** This store consists of data prior to July of 2002 only
B to B/E-Commerce
Facilities
Self Service
Data Definitions
(View DataMall Meta Data)
Change Password
Log Me Off
Elapsed Time: .12 second(s)

Figure 21: Princeton University DataMall Page

2. Select University Financials Departmental Reports from the Princeton University DataMall page. The University Financials Departmental Reports page is displayed.

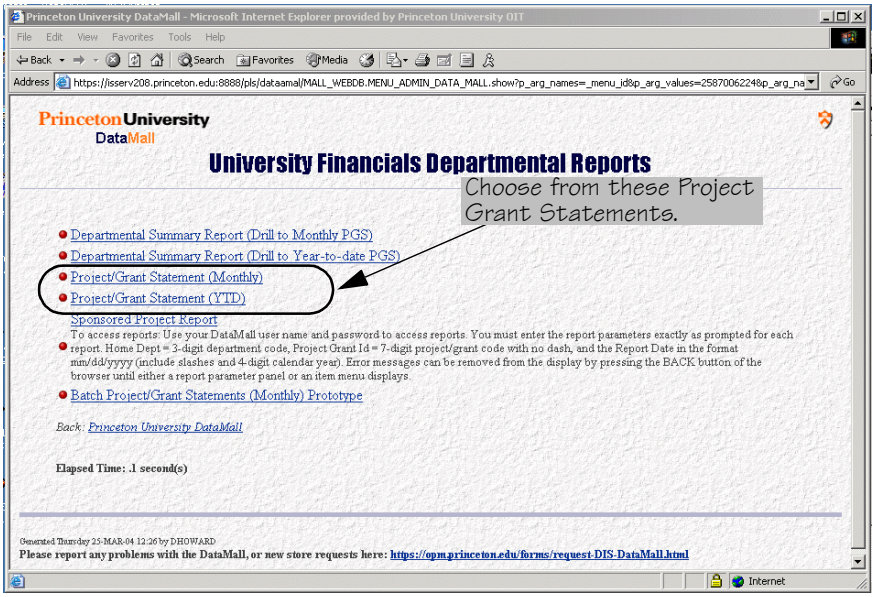

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University DataMall
University Financials Departmental Reports
Choose from these Project Grant Statements.
Departmental Summary Report (Drill to Monthly PGS)
Departmental Summary Report (Drill to Year-to-date PGS)
Project/Grant Statement (Monthly)
Project/Grant Statement (YTD)
Sponsored Project Report
To access reports: Use your DataMall user name and password to access reports. You must enter the report parameters exactly as prompted for each report. Home Dept = 3-digit department code, Project Grant Id = 7-digit project/grant code with no dash, and the Report Date in the format mm/dd/yyyy (include slashes and 4-digit calendar year). Error messages can be removed from the display by pressing the BACK button of the browser until either a report parameter panel or an item menu displays.
Batch Project/Grant Statements (Monthly) Prototype
Back: Princeton University DataMall
Elapsed Time: .1 second(s)
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html

Figure 22: University Financials Departmental Reports Page

3. Select the Project Grant Statement (PGS) type that you want to generate:

   - Project/Grant Statement (Monthly)

     Enables you to view summarized details on a specific project/grant in a specified month. This report includes those transactions that were posted in the selected month only. Details displayed include *YTD Summary*, *For The Month*, and *Current Month Transactions*.

   - Project/Grant Statement (YTD)

     Enables you to view summarized details on a specific project/grant in a specified year. This report includes those transactions posted from July 1 of the specified year through the selected month. Details displayed include *YTD Summary*, *For The Month*, and *Fiscal Year Transactions*.

4. Validate your access to the report database.

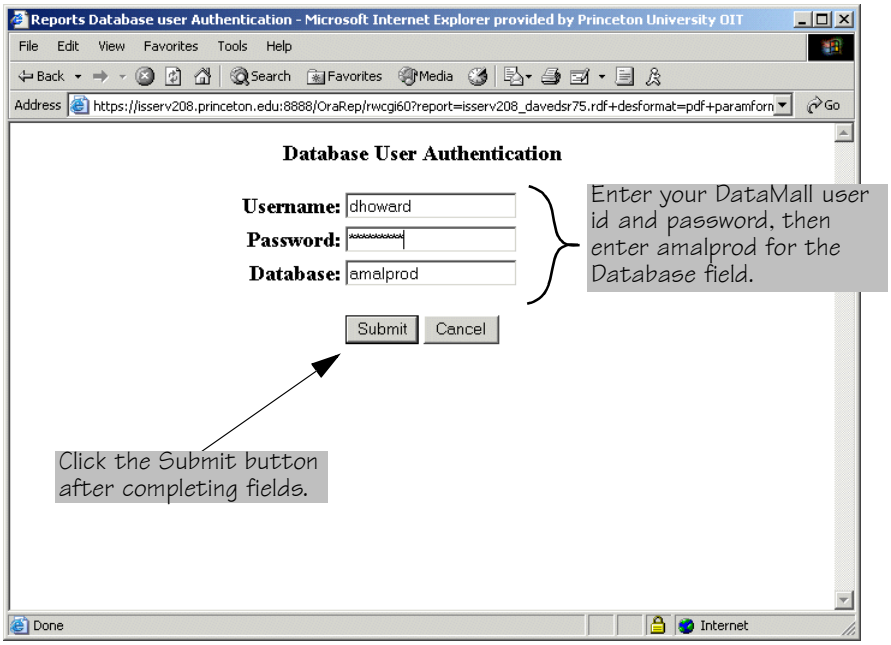

Reports Database user Authentication - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://isserv208.princeton.edu:8888/OraRep/rwcgi60?report=isserv208_davedsr75.rdf+desformat=pdf+paramform
Go
Database User Authentication
Username: dhoward
Password:
Database: amalprod
Submit Cancel
Enter your DataMall user id and password, then enter amalprod for the Database field.
Click the Submit button after completing fields.
Done
Internet

Figure 23: Database User Authentication Page

a) Enter your Data Mall User ID and password into the *User Name* and *Password* fields, respectively.

b) Enter **amalprod** into the *Database* field, if this value is not present by default.

c) Click the Submit button. The Project Grant Statement Query page is displayed.

Tip! *If the Project Grant Statement Query page is not displayed, verify that you have entered a valid Username and Password.*

5. Specify parameters on the Project Grant Statement Query page.

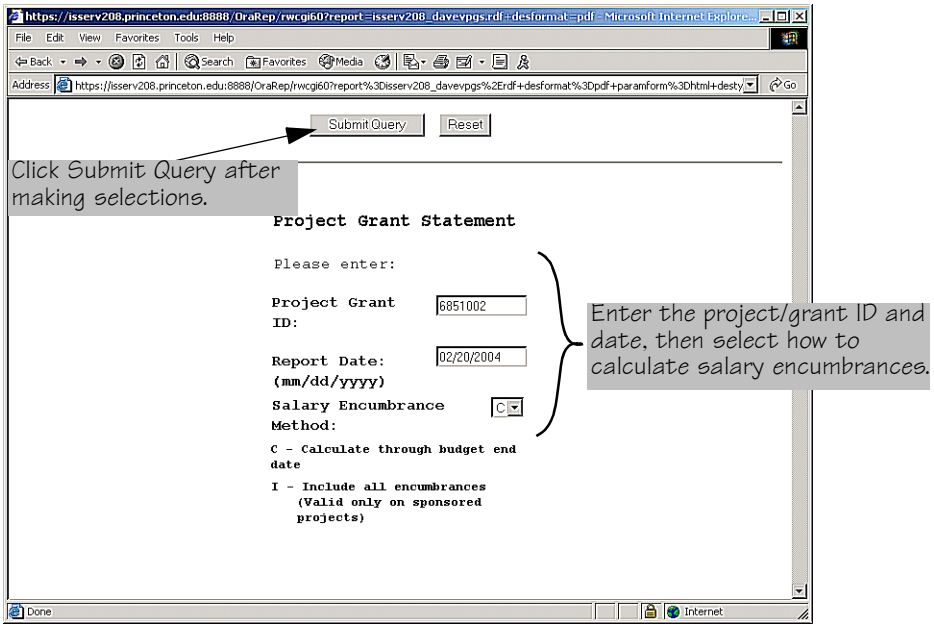

Submit Query
Reset
Click Submit Query after making selections.
Project Grant Statement
Please enter:
Project Grant ID:
6851002
Report Date: (mm/dd/yyyy)
02/20/2004
Salary Encumbrance Method:
C
C - Calculate through budget end date
I - Include all encumbrances (Valid only on sponsored projects)
Enter the project/grant ID and date, then select how to calculate salary encumbrances.

Figure 24: Project Grant Statement Query Page

a) Enter the 7-digit value that is associated with the project/grant you want to view in the *Project Grant ID* field.

b) Enter any date within the month (using *mm/dd/yyyy* format) in the *Report Date* field to generate a report that displays details for the entire month.

c) Select how you want salary encumbrances calculated from the *Salary Encumbrances Method* drop down menu. These options, which are available on preliminary reports only are as follows:

I Include all Salary Encumbrances

C Calculate through budget end date

Tip! *To review the financial status of a project prior to closing a project, choose the* **I** *option to include all encumbrances. This option shows future salary encumbrances beyond the current budget funding period. These encumbrances should be removed from Labor Accounting (transferred or cancelled) prior to closing a project. This prevents these charges from appearing in suspense accounts.*

d) Click the Submit Query button to display the report.

The Project Grant Statement (PGS) is displayed, if data is available for the parameters you specified. If the parameters are invalid, a message is returned as follows: **"MSG-03000: No data found for date entered. REP-0546: Invalid parameter input"**.

Printing Project Grant Statements (PGSs)

Once a Project Grant Statement (PGS) is generated, you can view and/or print a copy of the report for later reference. See "Understanding PGS-E and PGS-S Components," on page 39 and "Understanding PGS-R Components," on page 64 for examples and descriptions of reports.

To print a report:

1. Generate the PGS as described in "Generating Project Grant Statements (PGSs)," on page 34.

   A PGS report is displayed based on the parameters you specified.

2. Click on your web browser's **File** menu, then select the **Print** option. The Print dialog box is displayed.

3. Click the OK button to send the file to the printer.

Understanding PGS-E and PGS-S Components

The Project Grant Statements-Expense reports, which includes PGS-E (non-sponsored) and PGS-S (sponsored), displays detailed information on a specified project/grant. From both reports, you can drill down to further details on entries as described in "Performing PGS-E and PGS-S Report Drills," on page 52.

The following sections provide examples and descriptions of the PGS-E and PGS-S components.

PGS-E and PGS-S Examples

While the PGS-E and PGS-S are similar, the PGS-S report contains an additional section. Following are examples of both the PGS-E and PGS-S. Each of the components highlighted in these examples are described in subsequent sections.

PGS-E Example

Following is an example of a monthly Project Grant Statement-Expense (PGS-E) report, which is displayed for non-sponsored projects. This report is divided into four primary sections: Report Header, *YTD Summary*, *For The Month*, and *Current Month Fiscal Transactions (*or *Fiscal Year Transactions* for a PGS-E YTD*)*.

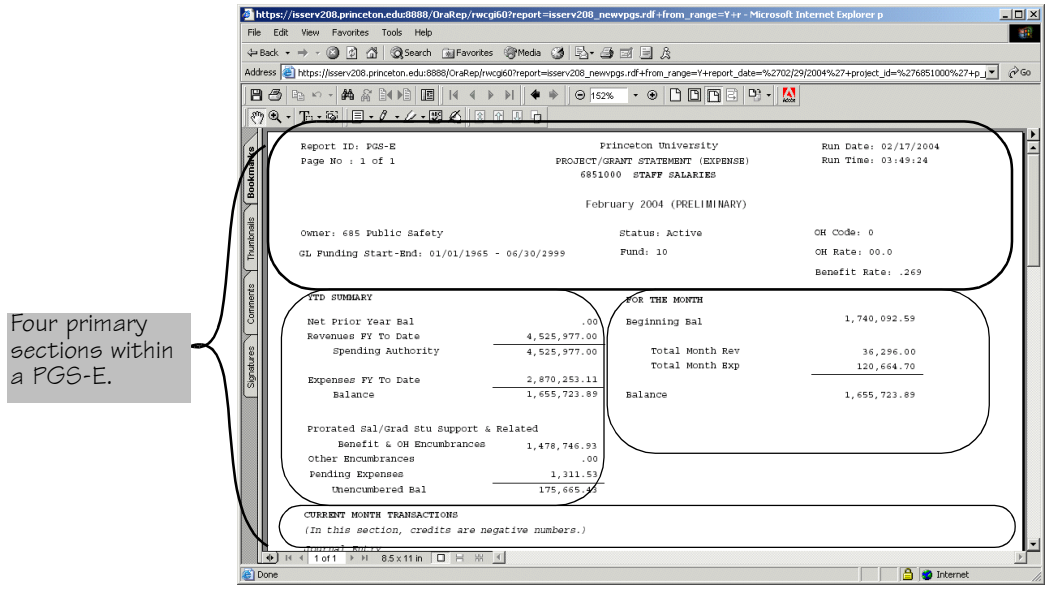


Figure 25: PGS-E Monthly Report Example

PGS-S Example

Following is an example of a monthly Project Grant Statement (PGS) for a sponsored project, which is otherwise known as a PGS-S. The report is divided into five primary sections: Report Header, *Sponsored Project Information*, *YTD Summary*, *For The Month*, and *Current Month Fiscal Transactions* (or *Fiscal Year Transactions* on a PGS YTD report).

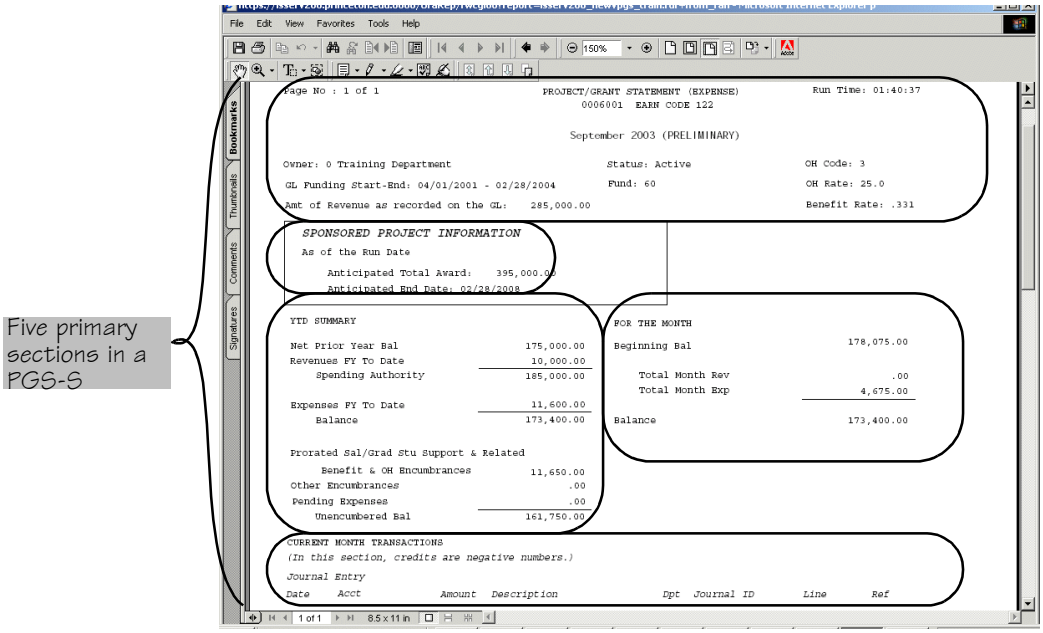

Five primary sections in a PGS-S
Page No : 1 of 1
PROJECT/GRANT STATEMENT (EXPENSE)
0006001 EARN CODE 122
Run Time: 01:40:37
September 2003 (PRELIMINARY)
Owner: 0 Training Department
Status: Active
OH Code: 3
GL Funding Start-End: 04/01/2001 - 02/28/2004
Fund: 60
OH Rate: 25.0
Amt of Revenue as recorded on the GL: 285,000.00
Benefit Rate: .331
SPONSORED PROJECT INFORMATION
As of the Run Date
Anticipated Total Award: 395,000.00
Anticipated End Date: 02/28/2008
YTD SUMMARY
Net Prior Year Bal 175,000.00
Revenues FY To Date 10,000.00
Spending Authority 185,000.00
Expenses FY To Date 11,600.00
Balance 173,400.00
Prorated Sal/Grad Stu Support & Related Benefit & OH Encumbrances 11,650.00
Other Encumbrances .00
Pending Expenses .00
Unencumbered Bal 161,750.00
FOR THE MONTH
Beginning Bal 178,075.00
Total Month Rev .00
Total Month Exp 4,675.00
Balance 173,400.00
CURRENT MONTH TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
Date Acct Amount Description Dpt Journal ID Line Ref

Figure 26: PGS-S Monthly Report Example

PGS-E and PGS-S Report Header

The PGS-E and PGS-S report header identifies each generated report and includes general information such as the *Report ID*, *Page Number*, Report Name, and *Run Date/Run Time*. Following is an example of the report header.

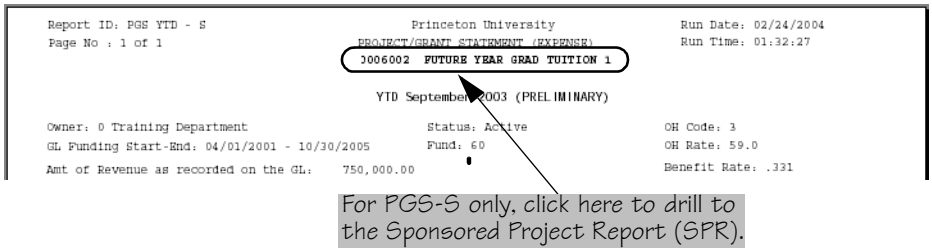

Report ID: PGS YTD - S
Page No : 1 of 1
Princeton University
PROJECT/GRANT STATEMENT (EXPENSE)
0006002 FUTURE YEAR GRAD TUITION 1
YTD September 2003 (PRELIMINARY)
Run Date: 02/24/2004
Run Time: 01:32:27
Owner: 0 Training Department
Status: Active
OH Code: 3
GL Funding Start-End: 04/01/2001 - 10/30/2005
Fund: 60
OH Rate: 59.0
Amt of Revenue as recorded on the GL: 750,000.00
Benefit Rate: .331
For PGS-S only, click here to drill to the Sponsored Project Report (SPR).

Figure 27: PGS-E and PGS-S Report Header

The table below describes the other fields in the PGS-E and PGS-S header.

Table 4: PGS-E and PGS-S Report Header

PGS-E and PGS-S Report Header	Description
Project/Grant Code and Name	Identifies the 7-digit value (for example, 6851002) associated with the project/grant and specifies the name of the project/grant. ***Tip!*** *If this project/grant is a sponsored project (Fund 40 or 60), click on the project/grant number to drill to the Sponsored Project Report (SPR). See "Sponsored Project Report Drill," on page 90 for more information.*
Project Manager	Shows the name of the Principal Investigator (PGS-S reports only).
Month/Year (Final or Preliminary)	Specifies the month and the year to which the report applies, and indicates whether the report is **Preliminary** (not closed) or **Final** (closed).
Owner	Lists the department code and name of the department that owns the project.
GL Funding Start-End	Indicates the current revenue funding or budget allocation start and end dates. The project/grant end date is used to calculate salary encumbrances based on the report option selected for salary encumbrances: ✧ If you chose **I**, all encumbrances are calculated to the project end date. ✧ If you chose **C**, encumbrances are prorated based on the project budget/funding period.
Amt of Revenue as Recorded on the GL	Specifies the amount of revenue available, based on data from the General Ledger (PGS-S reports only).
Status	Provides the project status, which is **Active** or **Inactive**. All **Active** project/grants can accept encumbrances for purchase requisitions, orders, commitments for salaries, graduate student support, or journal charges of any kind on the General Ledger. All **Inactive** project/grants are closed to further postings.
Fund	Shows the code associated with this fund. See "Grant Numbering and Fund Codes," on page 107 for more information.
OH Code/OH Rate	Specifies the overhead code and overhead rate.
Benefit Rate	Specifies the rate for benefits for the current year.

Sponsored Project Information (PGS-S only)

Some project/grants are categorized as sponsored projects (Fund 40 or 60). If a project/grant has been categorized as a sponsored project, additional header information is displayed from the grants management system (COEUS).

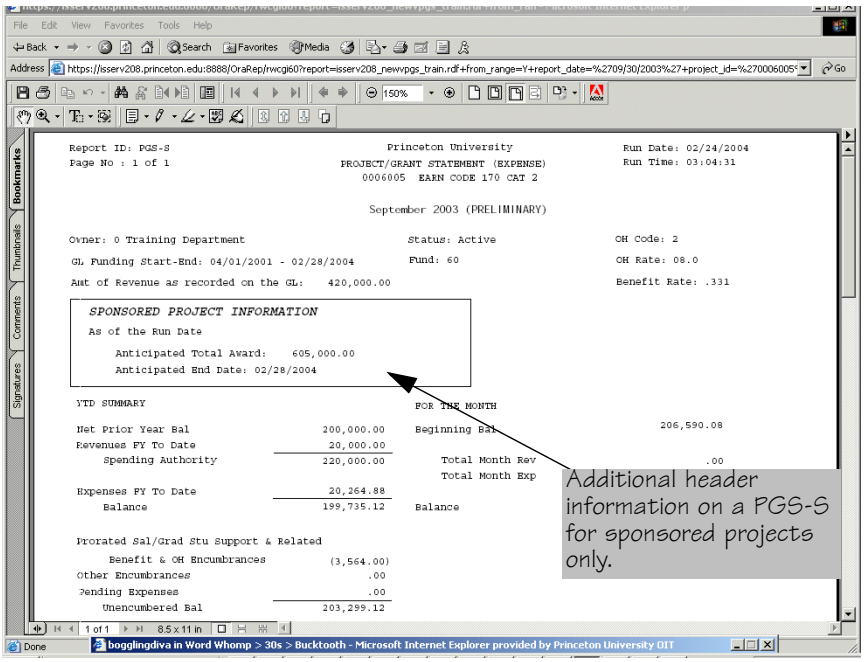

Report ID: PGS-S
Page No : 1 of 1
Princeton University
PROJECT/GRANT STATEMENT (EXPENSE)
0006005 EARN CODE 170 CAT 2
Run Date: 02/24/2004
Run Time: 03:04:31
September 2003 (PRELIMINARY)
Owner: 0 Training Department
Status: Active
OH Code: 2
GL Funding Start-End: 04/01/2001 - 02/28/2004
Fund: 60
OH Rate: 08.0
Amt of Revenue as recorded on the GL: 420,000.00
Benefit Rate: .331
SPONSORED PROJECT INFORMATION
As of the Run Date
Anticipated Total Award: 605,000.00
Anticipated End Date: 02/28/2004
YTD SUMMARY
Net Prior Year Bal 200,000.00
Revenues FY To Date 20,000.00
Spending Authority 220,000.00
Expenses FY To Date 20,264.88
Balance 199,735.12
Prorated Sal/Grad Stu Support & Related Benefit & OH Encumbrances (3,564.00)
Other Encumbrances .00
Pending Expenses .00
Unencumbered Bal 203,299.12
FOR THE MONTH
Beginning Bal 206,590.08
Total Month Rev .00
Total Month Exp
Balance
Additional header information on a PGS-S for sponsored projects only.

Figure 28: Additional PGS-S Header Information

The additional fields on a PGS-S are described in the following table.

Table 5: Sponsored Project Information (PGS_S Only)

PGS-S Header Fields	Description
As of the Run Date **Anticipated Total Award:** **Anticipated End Date:**	Indicates that the *Anticipated Total Award* and *End Date* are *As of the Run Date* of the report. Running a report for a prior period will report the current *Anticipated Total Award* and *Anticipated End Date*. Specifies the *Anticipated End Date* for the project, and the *Anticipated Total Award* amount that is to be funded for the project, which can be equal to or greater than the *Amt of Revenue as Recorded on the GL*. If the *Anticipated Total Award* is greater than the *Amt of Revenue Recorded on the GL*, the excess is not included in the *Spending Authority* in the *YTD Summary*.

PGS-E and PGS-S YTD Summary

The *YTD Summary* section of a PGS-E or PGS-S displays various project summary amounts, which offers you a YTD snapshot of the project's financial status. The following example highlights the *YTD Summary* section within a PGS.

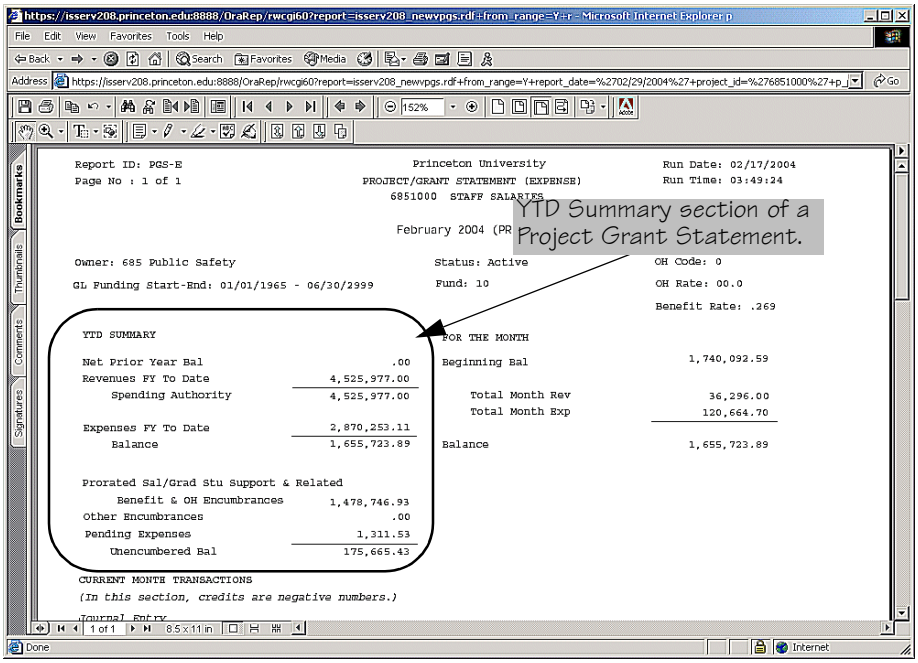


Figure 29: PGS-E YTD Summary

The following table outlines the fields in the *YTD Summary* section of a PGS.

Table 6: PGS-E and PGS-S YTD Summary

PGS-E and PGS-S YTD Summary	Description
Net Prior Year Bal	Specifies the ending balance, which is brought forward from the previous fiscal year.
Revenues FY to Date	Displays the amount of any revenue, income, or budget allocation as the revenues fiscal YTD.
Spending Authority	Indicates the sum of the *Net Prior Year Balance* and YTD revenues.
Expenses FY to Date	Summarizes all expenses posted to the General Ledger YTD.

Table 6: PGS-E and PGS-S YTD Summary (Continued)

PGS-E and PGS-S YTD Summary	Description
Balance	Identifies the balance, which is the *Spending Authority* minus Expenses prior to any *Encumbrances* or *Pending Expenses*.
[Prorated or All] Sal/ Grad Stu Support and Related Benefit & OH Encumbrances	Lists the commitment information from the Labor Accounting system, which is summarized as an encumbrance that includes benefits and related overhead estimates based on the parameters you selected when you generated the report. ✧ If you chose **C**, this amount is prorated based on the project/grant end date. ✧ If you chose **I**, this amount is inclusive of all salary encumbrances. ***Tip!*** *If you have access to the Labor Accounting system, click on this value to drill down to the encumbrance detail by individual. See "Salary/Graduate Student Support Encumbrance Drill," on page 59 for more information.*
Other Encumbrances	Shows the sum of the encumbrances from approved purchase orders. ***Tip!*** *Click on this field to drill down to details on Purchase Order (PO) encumbrances. See "PGS-E and PGS-S Encumbrance Drill," on page 58 for more information.*
Pending Expenses	Specifies liquidated encumbrances that have not been posted to the General Ledger. Typically, these encumbrances appear here briefly, before they are summarized with *Expenses FY To Date*.
Unencumbered Bal	Represents the remaining Spending Authority or *free* balance, which is the *Unencumbered Balance* minus the *Salary/Graduate Support Encumbrance*, *Other Encumbrances*, and *Pending Expenses*. If the *Unencumbered Balance* is zero, additional charges without additional income would place the project in deficit.

PGS-E and PGS-S For The Month

The *For The Month* section contains summarized amounts of total monthly revenue and total monthly expenses for the month displayed.

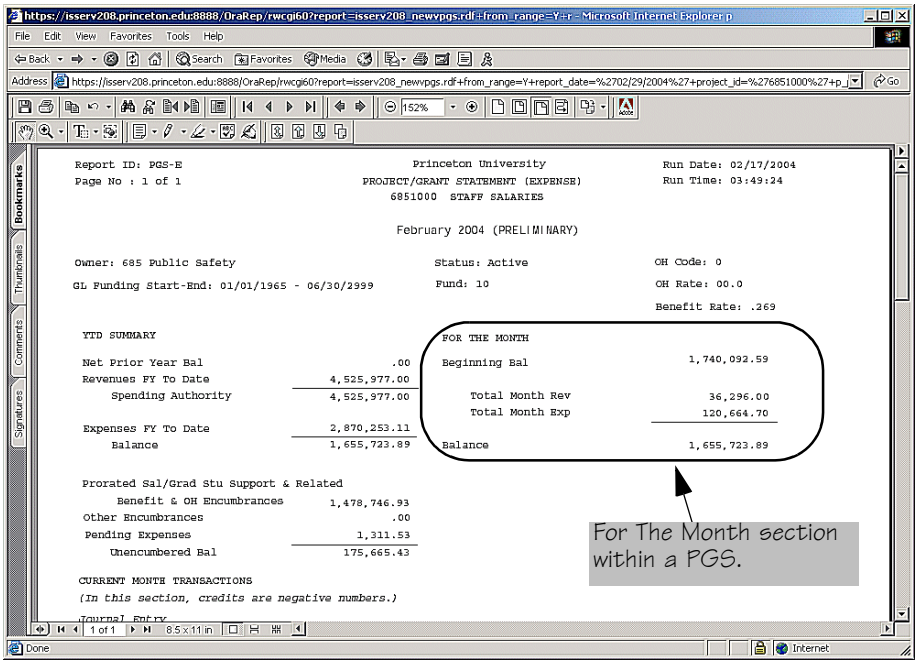


Figure 30: PGS-E For the Month

Tip! *The For The Month section is not included on the yearly PGS-E or PGS-S, as it is not applicable.*

The following table describes each of the fields in the *For The Month* section of a PGS.

Table 7: PGS-E and PGS-S For the Month Summary

PGS-E and PGS-S For the Month	Description
Beginning Bal	Indicates the ending balance from the previous month, except for Fund 10, where the beginning balance for the month at the start of a fiscal year is always zero.
Total Month Rev	Provides a summary of the amounts of monthly revenue.
Total Month Exp	Shows summarized amounts of monthly expenses.

Table 7: PGS-E and PGS-S For the Month Summary (Continued)

PGS-E and PGS-S For the Month	Description
Balance	Displays the sum of the *Beginning Balance*, *Total Month Revenues*, and *Total Month Expenses*. ***Tip!*** *The Balance in this section should always equal the Balance amount in the YTD Summary section.*

PGS-E and PGS-S Current Month or Fiscal Year Transactions

For both PGS-E and PGS-S reports, the title of this section varies depending on whether you generate a monthly or yearly report. On a Monthly PGS, this section is titled *Current Month Transactions*, while on a YTD PGS, this section is titled *Fiscal Year Transactions*. Both sections list *Journal Entry* and *AP Journal Summary* entries for the month and fiscal year, respectively.

Figure 31 is an example of a Monthly PGS-E, which displays the *Current Month Transactions* section.

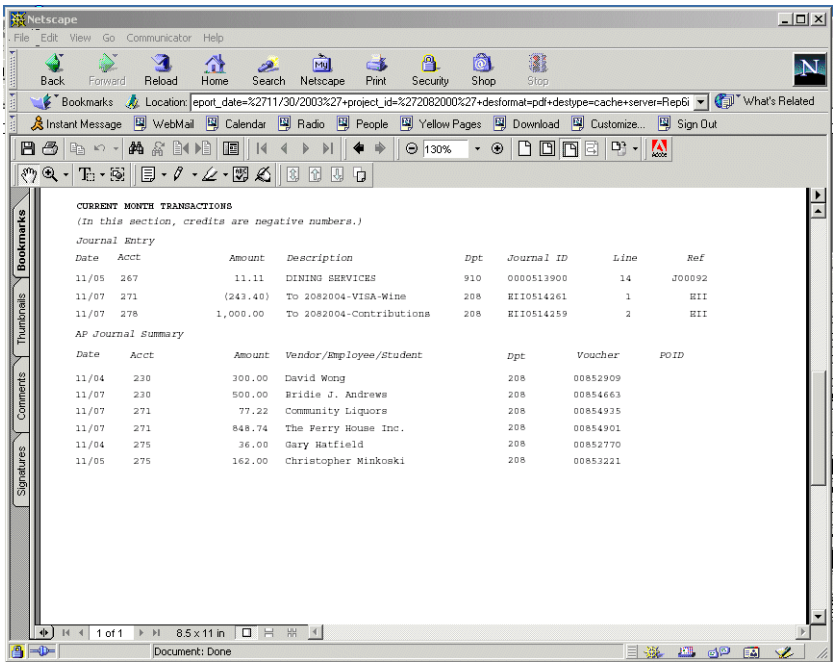

Netscape
CURRENT MONTH TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
Date Acct Amount Description Dpt Journal ID Line Ref
11/05 267 11.11 DINING SERVICES 910 0000513900 14 J00092
11/07 271 (243.40) To 2082004-VISA-Wine 208 EII0514261 1 EII
11/07 278 1,000.00 To 2082004-Contributions 208 EII0514259 2 EII
AP Journal Summary
Date Acct Amount Vendor/Employee/Student Dpt Voucher POID
11/04 230 300.00 David Wong 208 00852909
11/07 230 500.00 Bridie J. Andrews 208 00854663
11/07 271 77.22 Community Liquors 208 00854935
11/07 271 848.74 The Ferry House Inc. 208 00854901
11/04 275 36.00 Gary Hatfield 208 00852770
11/05 275 162.00 Christopher Minkoski 208 00853221
Bookmarks
Thumbnails
Comments
Signatures
1 of 1
8.5 x 11 in
Document: Done

Figure 31: PGS-E and PGS-S Current Month Transactions

PGS-E and PGS-S Journal Entry Transactions

Journal Entry transactions are those that originate within the PeopleSoft General Ledger module, or those that are loaded from 'feeder' systems outside of PeopleSoft Financials (such as Telephone or Labor Accounting systems). Figure 32 is a YTD PGS-E, with the *Journal Entry* section highlighted.

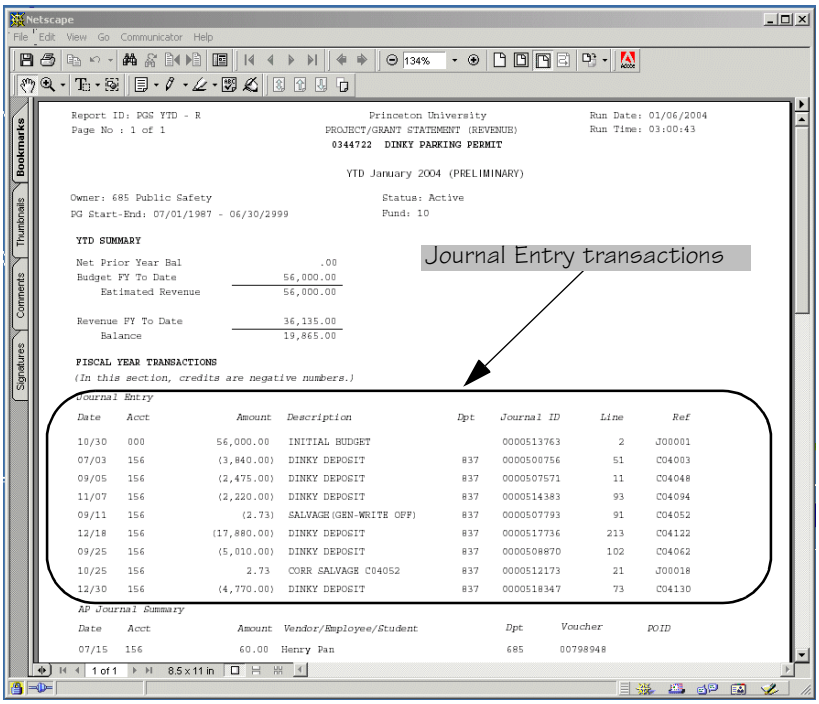


Figure 32: PGS-E Journal Entry Transactions

Table 8 defines the fields of a Journal Entry

Table 8: PGS-E and PGS-S Journal Entry Fields

PGS-E and PGS-S Journal Entry	Description
Date	Specifies the General Ledger effective date of the journal entry and indicates the accounting period and fiscal year during which the transaction was recorded. This date does not necessarily indicate when the transaction was generated or sent to the Controller's Office.

Table 8: PGS-E and PGS-S Journal Entry Fields (Continued)

PGS-E and PGS-S Journal Entry	Description
Acct	Specifies the 3-digit code that is used by the University to categorize types of expense or revenue. Generally, account codes 200 and above are expenses, and 199 and below are revenue. ***Tip!*** *Click any Acct code to drill down to further details on a transaction. From a Journal Entry drill down, you can also drill down to payments by staff, individual, and earnings, if you have access to Labor Accounting. See the "PGS-E and PGS-S Journal Entry Drills," on page 52 for more information.* For a list and description of all account codes, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse - Account Codes**.
Amount	Specifies the amount of the transaction, which is handled as follows: ✧ Credit amounts, whether a credit to an expense or an income amount, increase the balance and are shown as negative. ✧ Debit amounts, whether a debit to an expense or an income amount, decrease the balance and are shown as positive.
Description	Specifies a brief description of the transaction, such as **Salary**. Transactions are generated as follows: ✧ Transactions generated by other systems, such as Labor Accounting (MONTHLY PAYROLL) or Stripes (Transaction=10) are controlled by the feeder system. ✧ Paper II's are entered manually by central staff from information submitted on forms. ✧ Electronic II's (EII's) are entered by departmental staff.
Dpt	Specifies a 3-digit value that identifies the department that initiated or entered the transaction. Some transactions are initiated by multiple departments, such as payroll charges, and these transactions are coded 999. For a list and description of all department codes, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse - Department Codes**.

Table 8: PGS-E and PGS-S Journal Entry Fields (Continued)

PGS-E and PGS-S Journal Entry	Description
Journal ID	Specifies a 10-digit identifier for the journal entry that is assigned by the PeopleSoft Financials system. This code can be used in a query for additional detail on a journal entry. For example, you could use the *Journal ID* during a DataMall browse that is related to an eII transaction. The results of the browse show both the debit and credit sides of the transfer, regardless of the project/grant (assuming you have access to both sides). You can also use this code to report a problem with a specific journal to a central administrative office.
Line	Specifies a sequential number that is assigned by the PeopleSoft Financials system. Like the *Journal ID*, this code can be used to troubleshoot a journal problem.
Ref	Specifies a 6-character identifier that is assigned by the Controller's Office, which uniquely categorizes a journal. This identifier is reused typically, once assigned. For example, J00021 is used for bi-weekly payroll entries, J00080 is used for copier charges, and J000142 is TigerNet charges. You can obtain a list and description of all journals, related department name and number, and the preparer's name and email address. To do so, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Report - Journal Voucher Number Listing**.

PGS-E and PGS-S AP Journal Summary

AP Journal Summary entries are generated by the PeopleSoft Accounts Payable module and represent charges for purchase orders, miscellaneous, travel, and more as shown in the following example.

Tip! *Click any field on an AP Journal Summary entry to drill down to further details.*

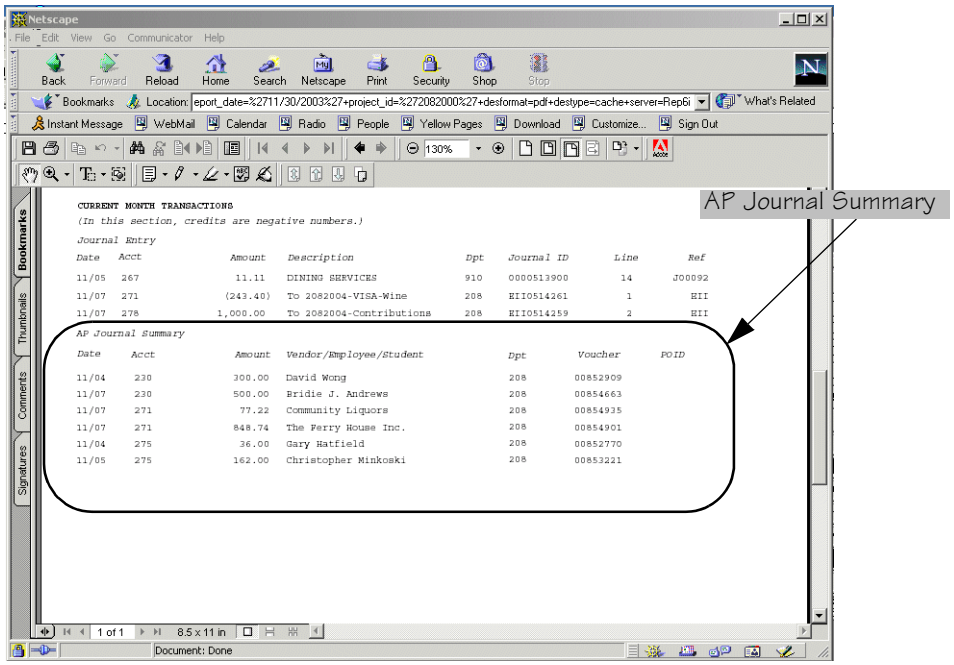


Figure 33: AP Journal Summary Entries

Table 9 describes the fields within an *AP Journal Summary* entry.

Table 9: AP Journal Summary

PGS-E and PGS-S AP Journal Summary	Description
Date	Specifies the effective General Ledger date of the journal entry, and indicates the accounting period and fiscal year during which the transaction was recorded. This date does not necessarily indicate when the transaction was generated or sent to the Controller's Office.

Table 9: AP Journal Summary (Continued)

PGS-E and PGS-S AP Journal Summary	Description
Acct	Specifies the 3-digit code that is used by the University to categorize types of expense or revenue. Generally, account codes 200 and above are expenses, and 199 and below are revenue. For a list and description of all account codes, **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse -- Account Codes**.
Amount	Specifies the amount of the transaction, which is handled as follows: ✧ Credit amounts, whether a credit to an expense or an income amount, increase the balance and are shown as negative. ✧ Debit amounts, whether a debit to an expense or an income amount, decrease the balance and are shown as positive.
Vendor/Employee/Student	Specifies the name of the vendor, as descriptive text for the transaction, whether the vendor is an employee, student, or outside company.
Dpt	Specifies a 3-digit value that identifies the department which initiated or entered the transaction. Some transactions are initiated by multiple departments, such as payroll charges. Any transaction initiated by multiple departments is coded 999. For a list and description of all departments and related codes, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse - Department Codes**.
Voucher Id	Specifies the unique 8-digit identifier for each voucher (which initiates a payment request). This identifier is generated automatically, and can be used to obtain more details on the voucher from various sources, such as the **Paid Distribution** Data Mall store.
POID	Specifies the unique 10-digit identifier that is generated by the system automatically for a Purchase Order (PO), which is matched to the voucher. Otherwise, this field remains blank.

Performing PGS-E and PGS-S Report Drills

Drills provide additional information about specific transaction lines in a report. Drills can contain more than one line of data if the underlying drill detail has multiple occurrences. For example, if multiple items are paid by a single voucher transaction, the underlying drill can contain a line for each of the items.

A drill is not meant to be used as a means of downloading report data to a spreadsheet. Instead, use the related Data Mall financial store browse to download report data.

PGS-E and PGS-S Journal Entry Drills

Journal Entry drills provide further details (if more data exists) on transaction lines within a *Journal Entry*. There are two types of journal entry drills: non-payroll-related and payroll-related (which is also referred to as the Payroll Journal drill).

PGS-E and PGS-S Journal Entry Drill (Non-Payroll)

To display more details on a non-payroll-related *Journal Entry*, click any *Acct* number of a non-payroll-related journal entry transaction line.

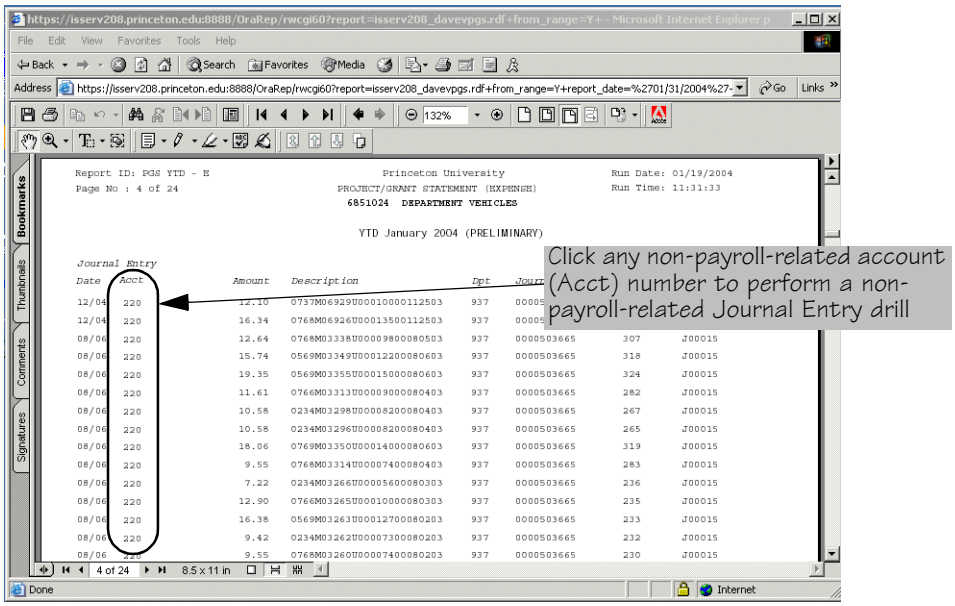
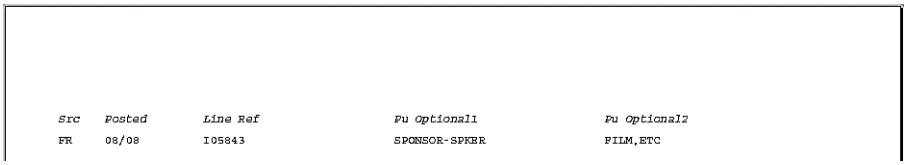


Figure 34: Selecting a Non-Payroll Journal Entry Drill

Figure 35 shows a non-payroll-related Journal Entry drill, where all fields are populated, but the optional *Drill to DC Billing Details* feature is not present, as not all types of journals allow you to drill to this level of detail.



Src	Posted	Line Ref	Pu Optional1	Pu Optional2
FR	08/08	I05843	SPONSOR-SPKER	FILM,ETC

Figure 35: Journal Entry Drill (Non-Payroll Related)

In the following non-payroll-related Journal Entry drill, the data returned includes the *Drill to DC Billing Details* feature.

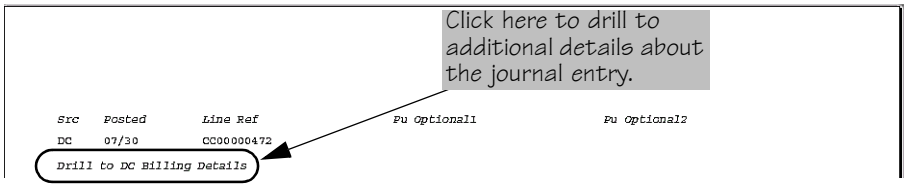

Click here to drill to additional details about the journal entry.
Src Posted Line Ref Pu Optional1 Pu Optional2
DC 07/30 CC00000472
Drill to DC Billing Details

Figure 36: Journal Entry Drill with Drill to DC Billing Details Option

Table 10 lists and defines each field on a Journal Entry (non-payroll-related) drill.

Table 10: PGS-E and PGS-S Journal Entry Drill

PGS-E and PGS-S Journal Entry Drill (Non-Payroll)	Description
Src	Identifies the system that is the source for a particular transaction. This may be the PeopleSoft Financials system itself, which is coded ONL for online entry, or other systems such as LIB (Library), A&E (Assets & Equity), PPL (Plasma Physics Lab), DS (Dining Services).
Posted	Specifies the date when the transaction is posted. This can differ from the Journal Date on the report. For example, during the fiscal year close, the Journal Date may be 6/30/*nn*, but the transaction is not posted until 7/5/*nn*.
Line Ref	Displays the journal line reference, which is typically a subsystem transaction reference, or may include additional information for the journal line description.
PU Optional 1 and PU Optional 2	Shows a 15-character description that can be used by a department for special reporting purposes. This optional data is entered when a transaction is initiated.

Table 10: PGS-E and PGS-S Journal Entry Drill (Continued)

PGS-E and PGS-S Journal Entry Drill (Non-Payroll)	Description
Drill to DC Billing Details	Provides a link to more details on the transaction. This is an optional feature that is not available for every Journal Entry drill. If available, click on *Drill to DC Billing Details* to display an invoice of the transaction.

PGS-E and PGS-S Payroll Journal Drill

A Payroll Journal drill displays all paid amounts that were charged to the project by individual staff. More specifically, this is a Journal Entry drill that is payroll-related. To perform a Payroll Journal drill, you must have access to Labor Accounting.

The Payroll Journal drill shows the same type of information that is displayed through Labor Accounting Departmental Report (LA223, Paid By Project), except that you can only view the payroll charges for projects that you have access to, not for the full department. If you are a project manager, or Principal Investigator with LA access, this drill shows details for the individuals charged to your project.

To display the Payroll Journal drill, click on any amount in the *Acct* column of a payroll-related journal entry line. To return to the previous drill or the PGS, click the Back button until the page you want is displayed.

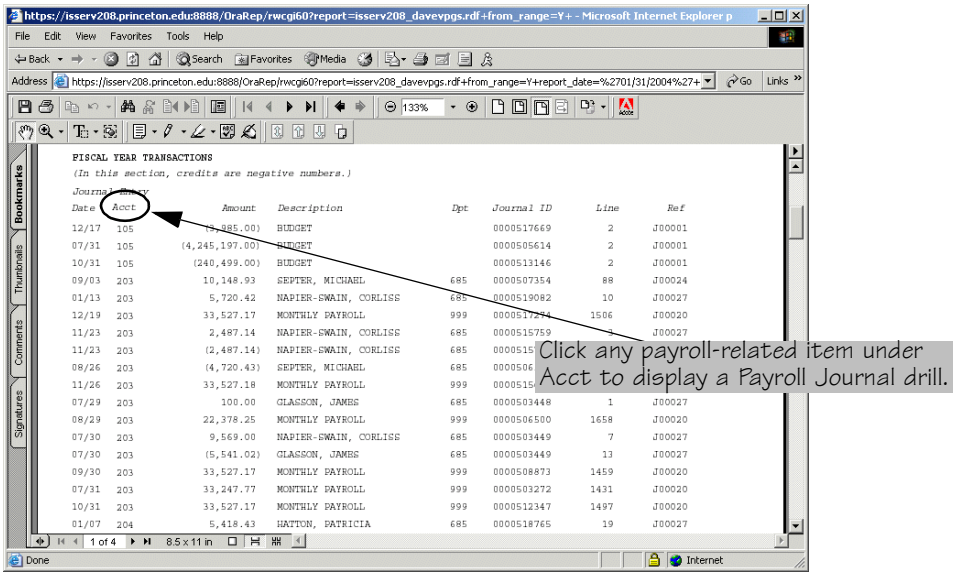
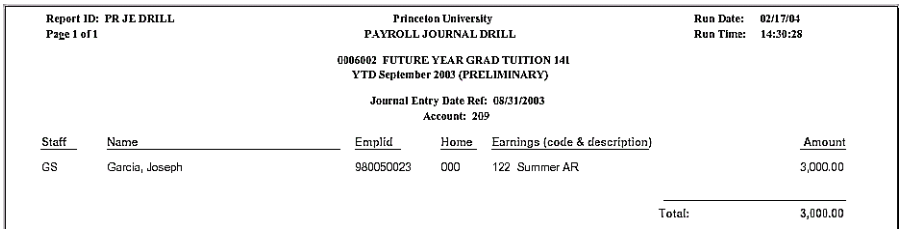

https://isserv208.princeton.edu:8888/OraRep/rwcgi60?report=isserv208_davevpgs.rdf+from_range=Y+ - Microsoft Internet Explorer p
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/OraRep/rwcgi60?report=isserv208_davevpgs.rdf+from_range=Y+report_date=%2701/31/2004%27+
FISCAL YEAR TRANSACTIONS
(In this section, credits are negative numbers.)
Date Acct Amount Description Dpt Journal ID Line Ref
12/17 105 (3,985.00) BUDGET 0000517669 2 J00001
07/31 105 (4,245,197.00) BUDGET 0000505614 2 J00001
10/31 105 (240,499.00) BUDGET 0000513146 2 J00001
09/03 203 10,148.93 SEPTER, MICHAEL 685 0000507354 88 J00024
01/13 203 5,720.42 NAPIER-SWAIN, CORLISS 685 0000519082 10 J00027
12/19 203 33,527.17 MONTHLY PAYROLL 999 0000517244 1506 J00020
11/23 203 2,487.14 NAPIER-SWAIN, CORLISS 685 0000515759 9 J00027
11/23 203 (2,487.14) NAPIER-SWAIN, CORLISS 685 0000515
08/26 203 (4,720.43) SEPTER, MICHAEL 685 0000506
11/26 203 33,527.18 MONTHLY PAYROLL 999 0000515
07/29 203 100.00 GLASSON, JAMES 685 0000503448 1 J00027
08/29 203 22,378.25 MONTHLY PAYROLL 999 0000506500 1658 J00020
07/30 203 9,569.00 NAPIER-SWAIN, CORLISS 685 0000503449 7 J00027
07/30 203 (5,541.02) GLASSON, JAMES 685 0000503449 13 J00027
09/30 203 33,527.17 MONTHLY PAYROLL 999 0000508873 1459 J00020
07/31 203 33,247.77 MONTHLY PAYROLL 999 0000503272 1431 J00020
10/31 203 33,527.17 MONTHLY PAYROLL 999 0000512347 1497 J00020
01/07 204 5,418.43 HATTON, PATRICIA 685 0000518765 19 J00027
Click any payroll-related item under Acct to display a Payroll Journal drill.
Done
Internet

Figure 37: PGS with Payroll Journal Drill

Figure 38 shows the results of a Payroll Journal Entry drill.



Report ID: PR JE DRILL
Page 1 of 1

Princeton University
PAYROLL JOURNAL DRILL
0006002 FUTURE YEAR GRAD TUITION 141
YTD September 2003 (PRELIMINARY)
Journal Entry Date Ref: 08/31/2003
Account: 209

Run Date: 02/17/04
Run Time: 14:39:28

Staff	Name	Emplid	Home	Earnings (code & description)	Amount
GS	Garcia, Joseph	980050023	000	122 Summer AR	3,000.00
				Total:	3,000.00

Figure 38: Payroll Journal Drill

Table 11 lists and defines the fields on the Payroll Journal drill.

Table 11: Payroll Journal Drill

Payroll Journal Drill Fields	Description
Staff	Displays the staff position (Fac, Res, Tech, Admin, BWB, BWA, or Grad).
Name	Specifies the name of the employee.
Emplid	Provides the identification code for the employee.
Home	Indicates the Home Department of the employee.
Earnings (code and description)	Specifies earnings code and type of earnings by pay period.
Amount	Shows the total of all earnings.

To return to the PGS report, click the web browser's Back button.

PGS-E and PGS-S AP Journal Line Drill

If information is available, the Accounts Payable (AP) Journal Line drill provides more data on transaction entries in this section. To perform an AP Journal Line drill, click any field of a *AP Journal Summary* transaction line.

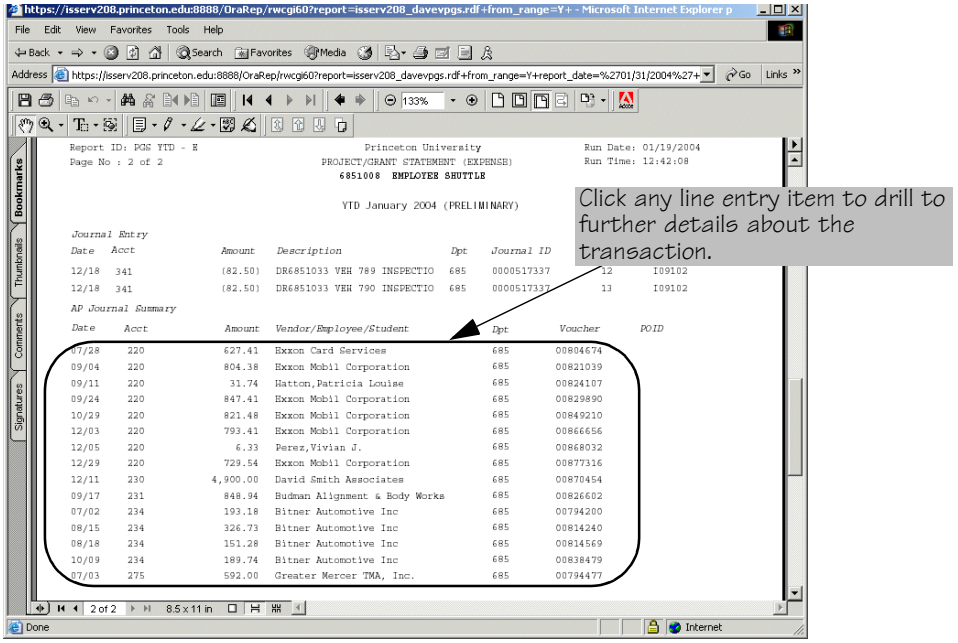


Figure 39: PGS with AP Journal Summary

Figure 40 shows the results of an AP Journal Entry Drill.

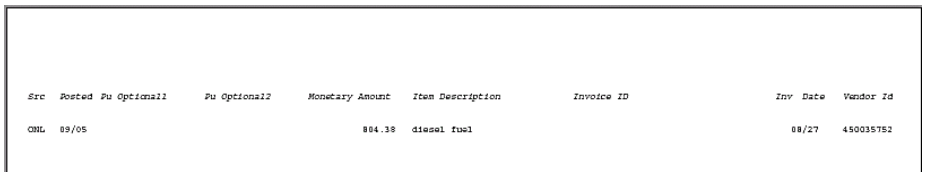


Figure 40: PGS-E and PGS-S AP Journal Entry Drill

To return to the main PGS report, click on the web browser's Back button.

Table 12 describes the fields in an AP Journal Line drill.

Table 12: PGS-E and PGS-S AP Journal Line Drill

AP Journal Line Drill	Description
Src	Indicates the system that is the source for a particular transaction. This may be the PeopleSoft Financials system itself, which is coded ONL for online entry, or other systems such as LIB (Library), A&E (Assets & Equity), PPL (Plasma Physics Lab), DS (Dining Services).
Posted	Specifies the date when the transaction is posted. This can differ from the Journal Date on the report. For example, during the fiscal year close, the Journal Date may be 6/30/*nn*, but the transaction is not posted until 7/5/*nn*.
PU Optional 1 and PU Optional 2	Displays a 15-character description that can be used by a department for special reporting purposes. This optional data is entered when a transaction is initiated. For example, if "London Trip" appeared in the *PU Optional 1* field on a travel reimbursement form, it would be displayed on an AP reimbursement transaction line, which provides further details for the report user.
Monetary Amount	Shows the amount of the transaction.
Item Description	Provides a brief description of the AP items paid for by the voucher on the transaction detail line.
Invoice ID	Shows the vendor's invoice number, which is listed on the vendor's bill.
Inv Date	Displays the vendor's invoice date that appears on the vendor's bill.
Vendor ID	Specifies a unique numeric identifier that is assigned to the vendor listed on the transaction detail line. For employee and student payees, this identifier is their Emplid.

PGS-E and PGS-S Encumbrance Drill

The Encumbrance drill displays Purchase Order encumbrances. This drill is available on preliminary reports only. To perform an Encumbrance drill, click the *Other Encumbrance* amount in the *YTD Summary* section of a PGS-E or PGS-S report.

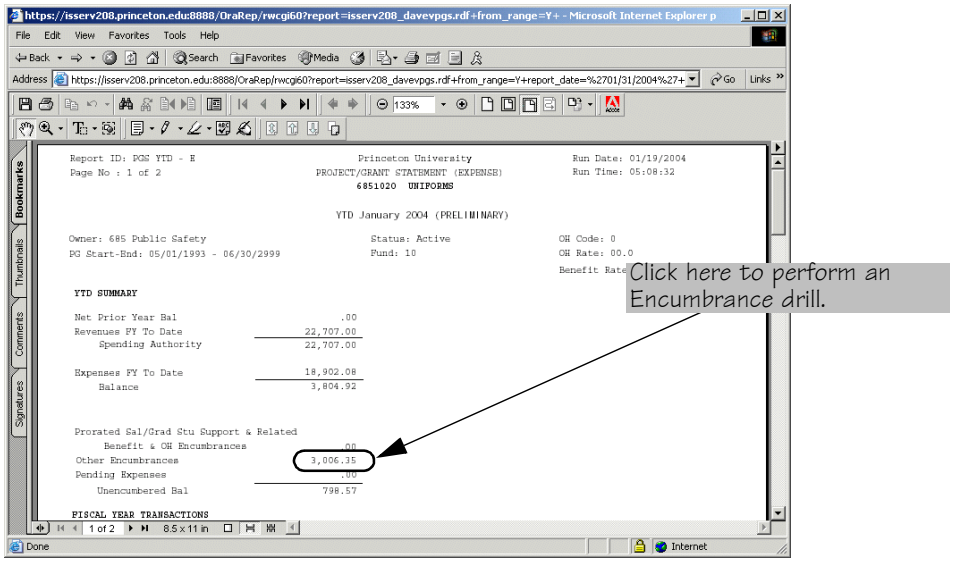


Figure 41: Performing an Encumbrance Drill

The following is an example of the Encumbrance drill.

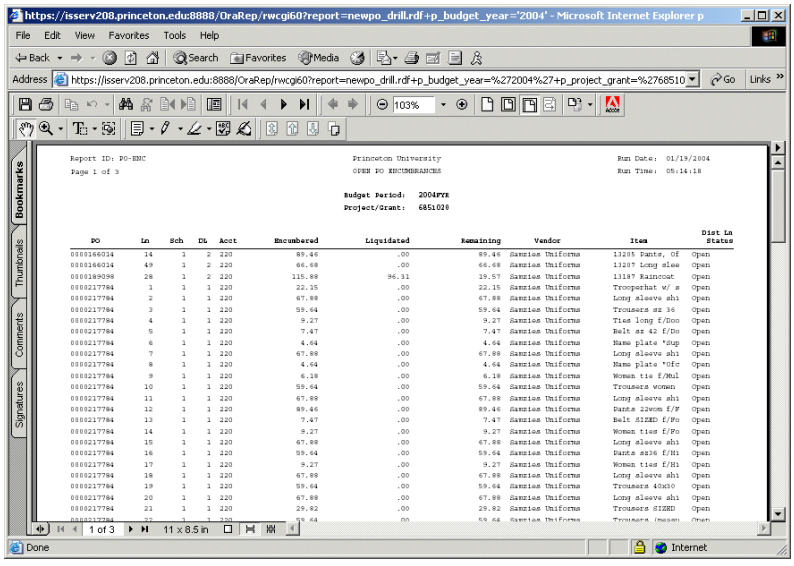


Figure 42: Encumbrance Drill Results

To return to the main PGS report, click the web browser's Back button.

Table 13 lists and describes the fields in an Encumbrance drill.

Table 13: PGS-E and PGS-S Encumbrance Drill

Encumbrance Drill	Description
PO	Indicates the Purchase Order (PO) number.
Ln	Shows the line number of the Purchase Order.
Sch	Displays the schedule number of the Purchase Order.
DL	Specifies the Purchase Order distribution line number.
Acct	Shows the 3-digit account code that is associated with the distribution line.
Encumbered	Lists the original *Encumbered* amount.
Liquidated	Provides the order-to-date amount paid or liquidated.
Remaining	Displays the remaining outstanding encumbrance amount, which is calculated as the *Encumbered* amount minus the *Liquidated* amount.
Vendor	Specifies the vendor number that is associated with the vendor completing the purchase number.
Item	Provides a brief description of the item.
Dist Ln Status	Specifies the status of the distribution line, such as Open or Closed.

Salary/Graduate Student Support Encumbrance Drill

The Salary and Graduate Student Support Encumbrance drill is included in the summarized encumbrance amount. The information displayed is a combination of data from the Labor Accounting system, calculated benefits and indirect costs, and estimates of future salary and graduate support adjustments for the next fiscal year.

Note: To access this drill, you must have the appropriate Labor Accounting security.

The Labor Accounting data represents commitments by the project to pay salaries and support of individuals for the current and one future year. These commitments are under the control of the individual employees' and graduate students' home department. If the commitments are adjusted in Labor Accounting, the encumbrances on the PGS reflect these changes. Labor Accounting commitments are fed to the Data Mall nightly; hence changes are available the following day.

To access this drill, click on the *Sal/Grad Stud Support & Related Benefit & OH Encumbrances* amount in the *YTD Summary* section of any PGS-E or PGS-S. This field and associated drill are available on preliminary reports only.

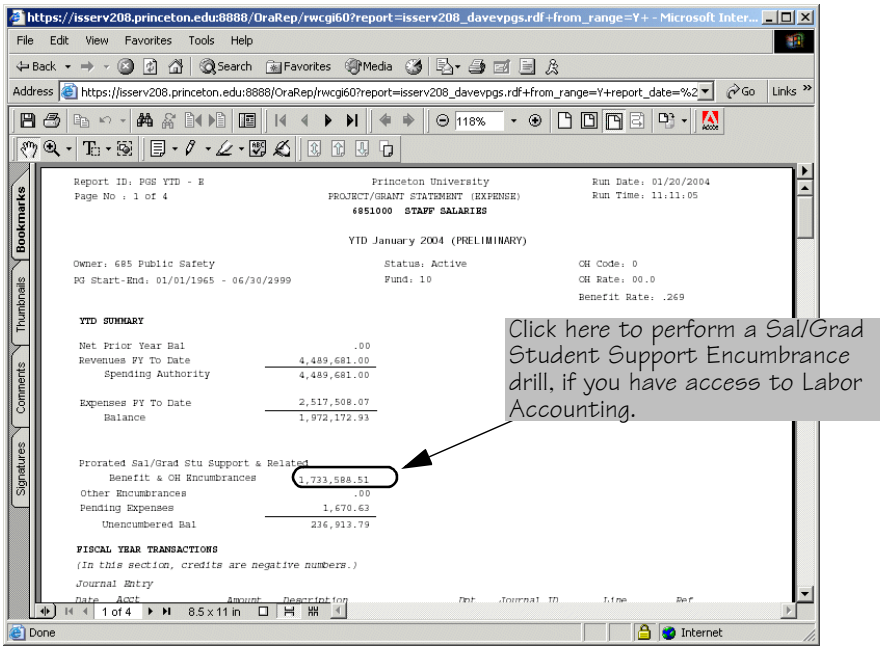


Figure 43: Performing a Sal/Grad Student Support Encumbrance Drill

Figure 44 shows the results of a Salary and Graduate Student Support Encumbrance drill.

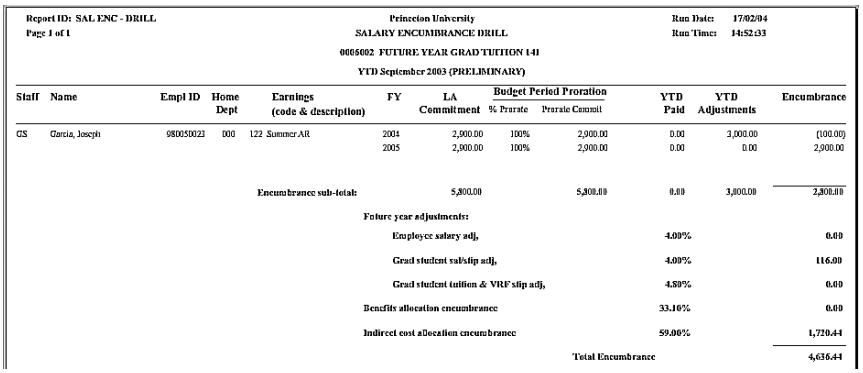


Figure 44: Encumbrance Drill

To return to the main report, click on the web browser's Back button.

Table 14 lists and describes each field on this drill.

Table 14: PGS-E and PGS-S Salary/Grad Stu Support Encmbr. Drill

Sal/Grad Stu Support & Related Benefit & OH Encumbrances Fields	Description
Staff/Name/Emplid/Home Dept	Displays general data on each individual charged to the project, including staff position, name, employee identification code, and home department. This information is sorted by staff (Fac, Res, Tech, Admin, BWB, BWA, and Grad).
Earnings (code & description)	Shows the earnings code for each individual listed, and provides a brief description of earnings.
FY	Indicates the Fiscal Year for the commitment.
LA Commitment	Displays Labor Accounting commitments for the current and next fiscal year; hence the full year commitments are listed by earnings and fiscal year in the YTD Paid column. **Note:** The future year amounts are not adjusted for potential increases, as this adjustment is made in another section.
Budget Period Proration % Prorate and Prorate Commit	Displays two columns, *%Prorate* and *Prorate Commit*, which calculate the prorated commitment based on the project end date compared to the commitment dates, and the percentage of commitment that is prorated. **Note:** These fields appear if you generated the report using the parameter **C**, which calculates salary encumbrances through the project end date.
YTD Paid	Lists the sum of all amounts paid through Payroll for each individual. This amount reflects how much of the full year commitment has been paid year-to-date. This amount changes for each pay date.
YTD Adjustments	Displays any Labor Accounting adjustments that have been made by transferring payroll charges retroactively from one project to another. Outgoing net transfers to other projects appear as negative amounts and incoming net transfers to the project appear as positive amounts. As adjustments are made on JV's 24, 27, and 28, these amounts change.

Table 14: PGS-E and PGS-S Salary/Grad Stu Support Encmbr. Drill (Continued)

Sal/Grad Stu Support & Related Benefit & OH Encumbrances Fields	Description
Encumbrance	Shows the outstanding commitments or remaining balances that must be paid for each individual, which is calculated as the prorated or full year commitment, minus YTD paid, minus the net YTD adjustments. This column is subtotaled across all earnings, individuals, and fiscal years. This amount usually decreases as staff working on the project are paid, but any changes to the other three columns affect the total outstanding encumbrance. **Note:** If the parameter **C** was used to calculate salary encumbrances through the project end date, this amount may increase if the project end date is extended.
Calculations of Total Encumbrance	
Field	**Description**
Encumbrance sub-total	Indicates the subtotal of encumbrances.
Future Year: **Employee salary adj.** **Grad student sal/stip adj.** **Grad student tuition adj.**	Adjusts encumbrance amounts by the percentages listed and determined by ORPA for future year commitments.
Benefits allocation encumbrance **Indirect cost allocation encumbrance**	Displays the calculation of encumbered benefits and encumbered indirect cost overhead amounts using the project's current rates.
Total Encumbrance	Shows the total encumbrance, which matches the Sal/Grad Stu Support and Related Benefit and OH Encumbrances amount in the YTD Summary section of the PGS report. It is calculated as the encumbrance sub-total, plus all future year adjustments, plus benefits, indirect costs, and encumbrances.

Drill to the SPR from the PGS

From a Project Grant Statement - Sponsored (PGS-S), you can drill to the Sponsored Project Report (SPR). To access the SPR from the PGS, click the project grant name/number in the PGS-S report header, as shown in the following example:

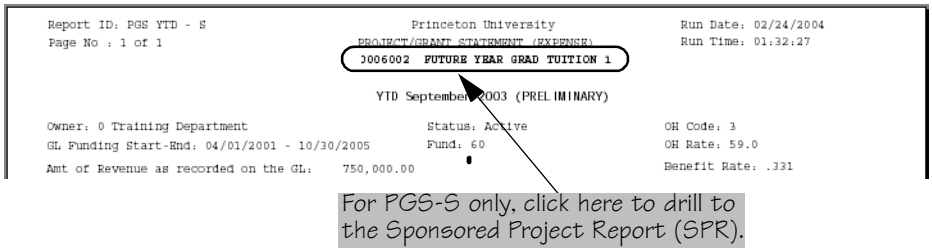

Report ID: PGS YTD - S
Page No : 1 of 1
Princeton University
PROJECT/GRANT STATEMENT (EXPENSE)
Run Date: 02/24/2004
Run Time: 01:32:27
3006002 FUTURE YEAR GRAD TUITION 1
YTD September 2003 (PRELIMINARY)
Owner: 0 Training Department
Status: Active
OH Code: 3
GL Funding Start-End: 04/01/2001 - 10/30/2005
Fund: 60
OH Rate: 59.0
Amt of Revenue as recorded on the GL: 750,000.00
Benefit Rate: .331
For PGS-S only, click here to drill to the Sponsored Project Report (SPR).

Figure 45: Drill to the SPR from the PGS

See "Understanding SPR Components," on page 84 for more information.

Understanding PGS-R Components

The Project Grant Statement-Revenue (PGS-R) displays detailed information on a specified project/grant. From this report, you can drill down to further details on certain entries.

The following sections provide examples and descriptions of the PGS-R components. See “Performing PGS-R Drills,” on page 74 for more information on the available drills.

Tip! *To easily distinguish a Project Grant Statement-Revenue, the initial 3 numbers in a PGS-R begin with numbers 026 through 037, or 079.*

PGS-R Example

Figure 46 is an example of a PGS-R. This report is divided into four primary sections: Report Header, *YTD Summary*, *For The Month* (Monthly PGS only), and *Current Month Transactions* (or *Fiscal Year Transactions* for a YTD PGS-R).

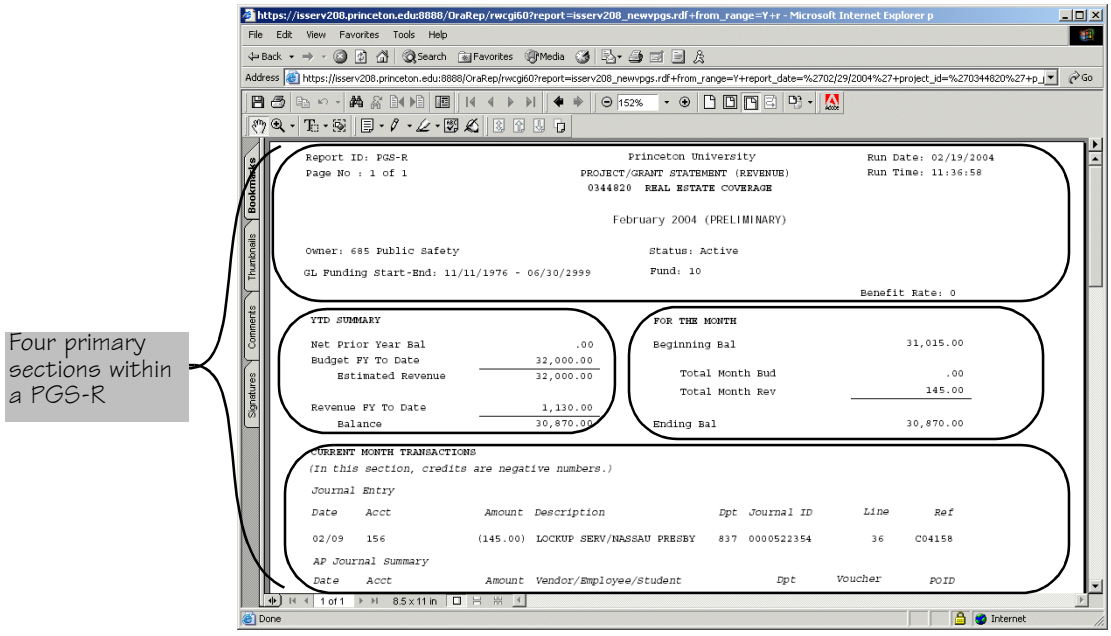

Four primary sections within a PGS-R
https://isserv208.princeton.edu:8888/OraRep/rwcgi60?report=isserv208_newvpgs.rdf+from_range=Y+r - Microsoft Internet Explorer p
Report ID: PGS-R
Page No : 1 of 1
Princeton University
PROJECT/GRANT STATEMENT (REVENUE)
0344820 REAL ESTATE COVERAGE
Run Date: 02/19/2004
Run Time: 11:36:58
February 2004 (PRELIMINARY)
Owner: 685 Public Safety
GL Funding Start-End: 11/11/1976 - 06/30/2999
Status: Active
Fund: 10
Benefit Rate: 0
YTD SUMMARY
Net Prior Year Bal .00
Budget FY To Date 32,000.00
Estimated Revenue 32,000.00
Revenue FY To Date 1,130.00
Balance 30,870.00
FOR THE MONTH
Beginning Bal 31,015.00
Total Month Bud .00
Total Month Rev 145.00
Ending Bal 30,870.00
CURRENT MONTH TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
Date Acct Amount Description Dpt Journal ID Line Ref
02/09 156 (145.00) LOCKUP SERV/NASSAU PRESBY 837 0000522354 36 C04158
AP Journal Summary
Date Acct Amount Vendor/Employee/Student Dpt Voucher POID

Figure 46: Monthly PGS-R

PGS-R Report Header

The PGS-R report header identifies each generated report and includes general information such as the *Report ID*, *Page No*, Report Name, and *Run Date/Run Time*. Following is an example of the report header.

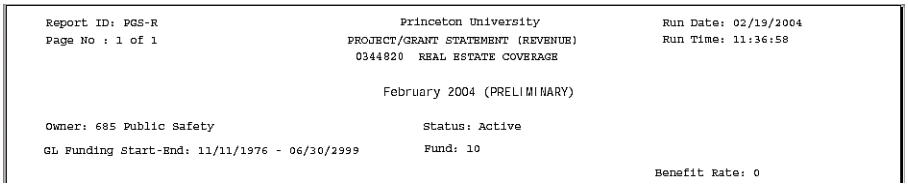


Figure 47: PGS-R Report Header

Table 15 lists and describes the remaining components of the PGS-R report header.

Table 15: PGS-R Report Header.

PGS-R Report Header	Description
Project/Grant Code Project Name	Displays the 7-digit code Project Grant code and Project Name. For example: **0263128 350 Alexander Street**.
Month/Year/Status	Specifies the month and the year to which the report applies, and indicates the report status, which is either Preliminary (not closed) or Final (closed).
Owner	Displays the department code and name of the department that owns the project.
GL Funding Start - End	Provides the current revenue funding or budget allocation period of the project.
Status	Specifies the project status, which is Active or Inactive.
Fund	Shows the code associated with this fund. See “Grant Numbering and Fund Codes,” on page 107 for more information.
OH Code/OH Rate	Specifies the overhead code and overhead rate.
Benefit Rate	Indicates the rate of benefits for the current year.

PGS-R YTD Summary

The PGS-R *YTD Summary* includes summary information on various project revenue amounts, which offers you a snapshot of the project's financial status. The following example highlights the *YTD Summary* section within a PGS-R.

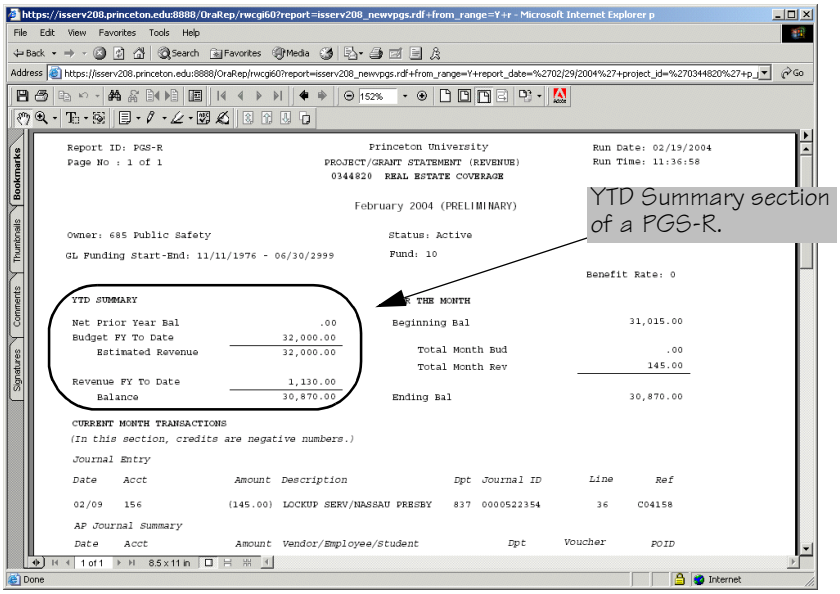


Figure 48: YTD within a PGS-R

Table 16 describes the fields in the *YTD Summary* section of a PGS-R.

Table 16: PGS-R YTD Summary

PGS- R YTD Summary	Description
Net Prior Year Bal	Shows the ending balance, which is brought forward from the previous fiscal year.
Budget FY to Date	Shows the amount of revenue from all sources that have been budgeted to date, and are expected to be received by the end of the fiscal year.
Estimated Revenue	Specifies the sum of the *Net Prior Year Balance* and budgeted *Revenues FY to Date*.
Revenues FY to Date	Provides the amount of revenue actually posted for the fiscal year-to-date from all sources.
Balance	Specifies the calculation of total *Estimated Revenue* minus *Revenues FY to Date*.

PGS-R For the Month

The *For The Month* summary provides information that is specific to the month to which the report data applies. It contains summarized amounts of total monthly revenue and total monthly budget for the month displayed. The following example highlights the *For the Month* summary section within a PGS-R.

Tip! *The For The Month summary is not included on the yearly PGS report, as it is not applicable.*

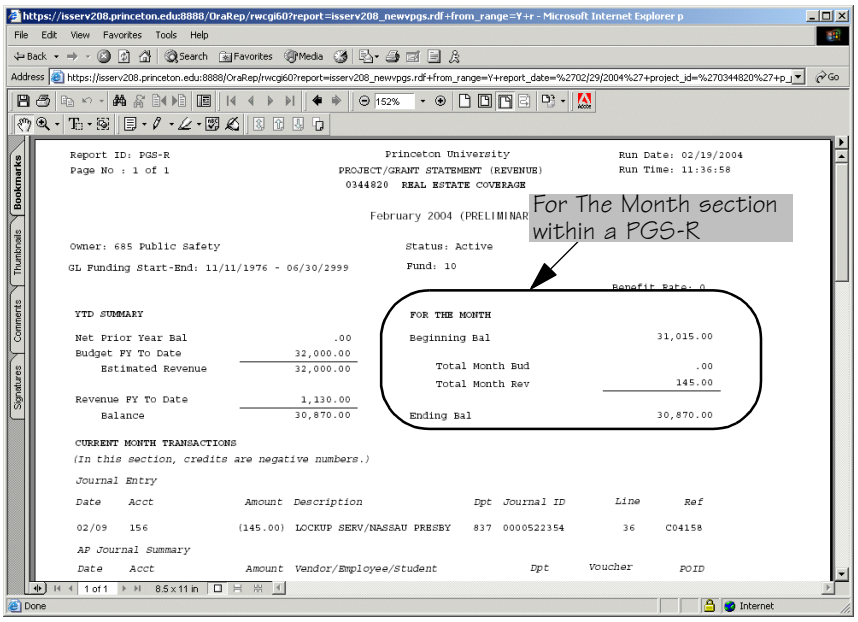

For The Month section within a PGS-R
Report ID: PGS-R
Page No : 1 of 1
Princeton University
PROJECT/GRANT STATEMENT (REVENUE)
0344820 REAL ESTATE COVERAGE
Run Date: 02/19/2004
Run Time: 11:36:58
February 2004 (PRELIMINAR
Owner: 685 Public Safety
Status: Active
GL Funding Start-End: 11/11/1976 - 06/30/2999
Fund: 10
YTD SUMMARY
Net Prior Year Bal .00
Budget FY To Date 32,000.00
Estimated Revenue 32,000.00
Revenue FY To Date 1,130.00
Balance 30,870.00
FOR THE MONTH
Beginning Bal 31,015.00
Total Month Bud .00
Total Month Rev 145.00
Ending Bal 30,870.00
CURRENT MONTH TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
Date Acct Amount Description Dpt Journal ID Line Ref
02/09 156 (145.00) LOCKUP SERV/NASSAU PRESBY 837 0000522354 36 C04158
AP Journal Summary
Date Acct Amount Vendor/Employee/Student Dpt Voucher POID

Figure 49: For The Month in a PGS-R

Table 17 describes the fields in the PGS-R *For The Month* section.

Table 17: PGS-R For the Month

PGS-R For The Month	Description
Beginning Bal	Specifies the ending balance from the previous month, except for Fund 10, where the beginning balance for the month at the start of a fiscal year is always zero.
Total Month Bud	Shows summarized amounts of monthly budget.
Total Month Rev	Shows summarized amounts of monthly revenue.

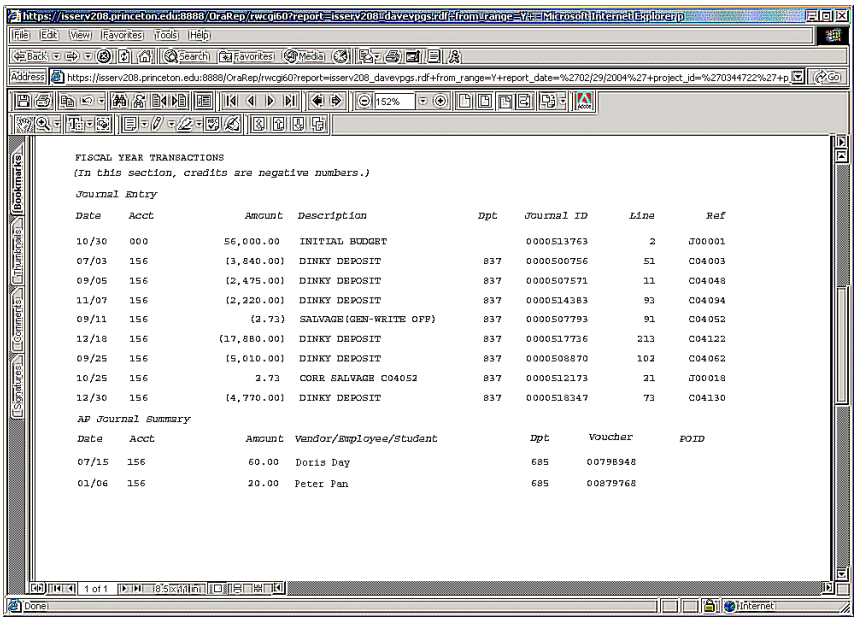
Table 17: PGS-R For the Month (Continued)

PGS-R For The Month	Description
Balance	Shows the sum of the *Beginning Balance*, *Total Month Budget*, less the *Total Month Revenue*. The *Balance* in this section should always equal the *Balance* amount in the *YTD Summary* section.

PGS-R Current Month or Fiscal Year Transactions

On a PGS-R report, the title of this section varies depending on whether or not you generate a monthly or yearly report. For a monthly PGS report, the title of this section is *Current Month Transactions*, while on a YTD PGS, the tile is *Fiscal Year Transactions*.

Figure 50 is an example of a YTD PGS-R, which displays the *Fiscal Year Transactions* section.



FISCAL YEAR TRANSACTIONS
(In this section, credits are negative numbers.)

Journal Entry

Date	Acct	Amount	Description	Dpt	Journal ID	Line	Ref
10/30	000	56,000.00	INITIAL BUDGET		0000513763	2	J00001
07/03	156	(3,840.00)	DINKY DEPOSIT	837	0000500756	51	C04003
09/05	156	(2,475.00)	DINKY DEPOSIT	837	0000507571	11	C04048
11/07	156	(2,220.00)	DINKY DEPOSIT	837	0000514383	93	C04094
09/11	156	(2.73)	SALVAGE(GEN-WRITE OFF)	837	0000507793	91	C04052
12/18	156	(17,880.00)	DINKY DEPOSIT	837	0000517736	213	C04122
09/25	156	(5,010.00)	DINKY DEPOSIT	837	0000508870	102	C04062
10/25	156	2.73	CORR SALVAGE C04052	837	0000512173	21	J00018
12/30	156	(4,770.00)	DINKY DEPOSIT	837	0000518347	73	C04130

AP Journal Summary

Date	Acct	Amount	Vendor/Employee/Student	Dpt	Voucher	POID
07/15	156	60.00	Doris Day	685	00798948	
01/06	156	20.00	Peter Pan	685	00879768	

Figure 50: Fiscal Year Transactions within a PGS

PGS-R Journal Entry Transactions

Journal Entry transactions are those that originate within the PeopleSoft General Ledger module or those that are loaded from 'feeder' systems outside of PeopleSoft Financials (such as Telephone or Labor Accounting systems). The following example highlights the PGS-R Journal Entry transaction lines.

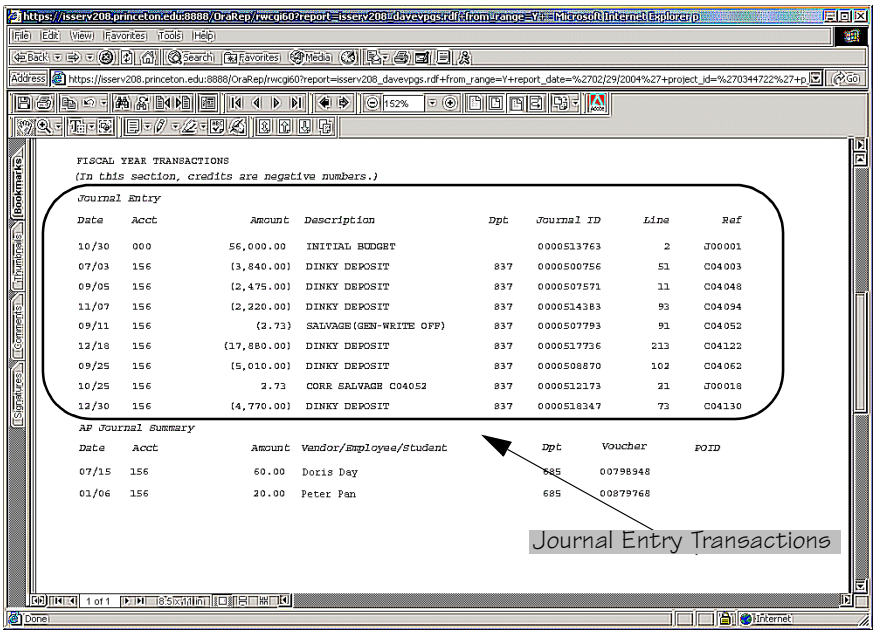

FISCAL YEAR TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
Date Acct Amount Description Dpt Journal ID Line Ref
10/30 000 56,000.00 INITIAL BUDGET 0000513763 2 J00001
07/03 156 (3,840.00) DINKY DEPOSIT 837 0000500756 51 C04003
09/05 156 (2,475.00) DINKY DEPOSIT 837 0000507571 11 C04048
11/07 156 (2,220.00) DINKY DEPOSIT 837 0000514383 93 C04094
09/11 156 (2.73) SALVAGE(GEN-WRITE OFF) 837 0000507793 91 C04052
12/18 156 (17,880.00) DINKY DEPOSIT 837 0000517736 213 C04122
09/25 156 (5,010.00) DINKY DEPOSIT 837 0000508870 102 C04062
10/25 156 2.73 CORR SALVAGE C04052 837 0000512173 21 J00018
12/30 156 (4,770.00) DINKY DEPOSIT 837 0000518347 73 C04130
AP Journal Summary
Date Acct Amount Vendor/Employee/Student Dpt Voucher POID
07/15 156 60.00 Doris Day 685 00798948
01/06 156 20.00 Peter Pan 685 00879768
Journal Entry Transactions

Figure 51: PGS-R Journal Entry Transactions

Table 18 describes each of the fields in this section.

Table 18: PGS-R Journal Entry Transaction Lines

PGS-R Journal Entry Transactions	Description
Date	Specifies the effective General Ledger date of the journal entry, and indicates the accounting period and fiscal year during which the transaction was recorded. This date does not necessarily indicate when the transaction was generated or sent to the Controller's Office.

Table 18: PGS-R Journal Entry Transaction Lines (Continued)

PGS-R Journal Entry Transactions	Description
Acct	Specifies the 3-digit code that is used by the University to categorize types of expense or revenue. Generally, account codes 200 and above are expenses and 199 and below are revenue. ***Tip!*** *Click on any Acct code to drill down to further details on a transaction. From a Journal Entry drill down, you can drill down to payments by staff, individual, and earnings, if you have access to Labor Accounting. See the "PGS-E and PGS-S Journal Entry Drills," on page 52 for more information.* For a list and description of all account codes, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse - Account Codes**.
Amount	Specifies the amount of the transaction, which is handled as follows: ✧ Credit amounts, whether a credit to an expense or an income amount, increase the balance and are shown as negative. ✧ Debit amounts, whether a debit to an expense or an income amount, decrease the balance and are shown as positive.
Description	Specifies a brief description of the transaction, such as **Initial Budget** or **Parking Fines**. Transactions are generated as follows: ✧ Transactions generated by other systems, such as Labor Accounting (MONTHLY PAYROLL) or Stripes (Transaction=10) are controlled by the feeder system. ✧ Paper IE's are entered manually by central staff from information submitted on forms. ✧ Electronic IE's (EII's) are entered by departmental staff.
Dpt	Specifies a 3-digit value that identifies the department that initiated or entered the transaction. Some transactions are initiated by multiple department, such as payroll charges. In this instance, the transactions are coded 999. For a list and description of all department codes, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse - Department Codes**.

Table 18: PGS-R Journal Entry Transaction Lines (Continued)

PGS-R Journal Entry Transactions	Description
Journal ID	Specifies a 10-digit identifier for the journal entry that is assigned by the PeopleSoft Financials system. This code can be used in a query for additional detail on a journal entry. For example, you could use the *Journal ID* during a DataMall browse that is related to an eII transaction. The results of the browse show both the debit and credit sides of the transfer, regardless of the project/grant (assuming you have access to both sides). You can also use this code to report a problem with a specific journal to a central administrative office.
Line	Specifies a sequential number that is assigned by the PeopleSoft Financials system. Like the *Journal ID*, this code can be used to troubleshoot a journal problem.
Ref	Specifies a 6-character identifier that is assigned by the Controller's Office, which uniquely categorizes a journal. This identifier is reused typically, once assigned. For example, J00021 is used for bi-weekly payroll entries, J00080 is used for copier charges, and J000142 are TigerNet charges. You can obtain a list and description of all journals, related department name and number, and the preparer's name and email address. To do so, go to: **Data Mall > University Financials > Financial Reference Information and Chart Fields > Report - Journal Voucher Number Listing**.

PGS-R AP Journal Summary

Accounts Payable (AP) journals are generated by the PeopleSoft Payable module and represent charges for purchase orders, miscellaneous, travel, and more. The following is an example of a YTD PGS-R with the AP Journal Summary section highlighted.

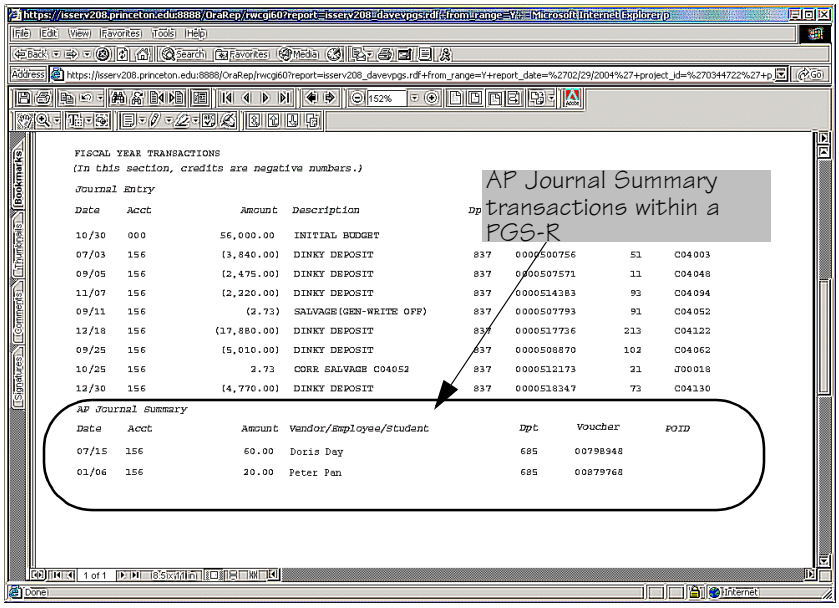

AP Journal Summary transactions within a PGS-R
FISCAL YEAR TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
AP Journal Summary

Figure 52: AP Journal Summary within a PGS-R

Tip! *Click any field within an AP Journal Summary transaction to drill down to further details on that transaction. See "PGS-R AP Journal Line Drill," on page 76 for more information.*

Table 19 describes the PGS-R *AP Journal Summary* fields.

Table 19: PGS-R AP Journal Summary

AP Journal Summary	Description
Date	Specifies the effective General Ledger date of the journal entry, and indicates the accounting period and fiscal year during which the transaction was recorded. This date does not necessarily indicate when the transaction was generated or sent to the Controller's Office.

Table 19: PGS-R AP Journal Summary (Continued)

AP Journal Summary	Description
Acct	Specifies the 3-digit code that is used by the University to categorize types of expense or revenue. Generally, account codes 200 and above are expenses and 199 and below are revenue. For a list and description of all account codes, **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse -- Account Codes**
Amount	Specifies the amount of the transaction, which is handled as follows: ✧ Credit amounts, whether a credit to an expense or to an income amount, increase the balance and are shown as negative. ✧ Debit amounts, whether it is a debit to an expense or to an income amount, decrease the balance and are shown as positive. A positive income or expense decreases the available balance.
Vendor/Employee/Student	Specifies the name of the vendor, as descriptive text for the transaction, whether the vendor is an employee, student, or outside company.
Dpt	Specifies a 3-digit value that identifies the department which initiated or entered the transaction. Some transactions are initiated by multiple departments, such as payroll charges. In this instance, the transactions are coded 999. For a list and description of all departments and related codes, go to **Data Mall > University Financials > Financial Reference Information and Chart Fields > Browse -- Department Codes**.
Voucher Id	Specifies the unique 8-digit identifier for each voucher (which initiates a payment request). This identifier is generated automatically, and can be used to obtain more details on the voucher from various sources, such as the Paid Distribution Data Mall store.
POID	Specifies the unique 10-digit identifier that is generated by the system automatically for a Purchase Order (PO) that is matched to the voucher. Otherwise, this field remains blank.

Performing PGS-R Drills

From the PGS-R, you can perform a Journal Entry or AP Journal Summary drill. These drills provide further details (if more data exists) on transaction lines. The following sections describe how to perform these drills.

PGS-R Journal Entry Drill

A Journal Entry Transaction drill provides further details on a transaction line. To display more details (if more data exists), click on any account number in the *Acct* column of a *Journal Entry.*

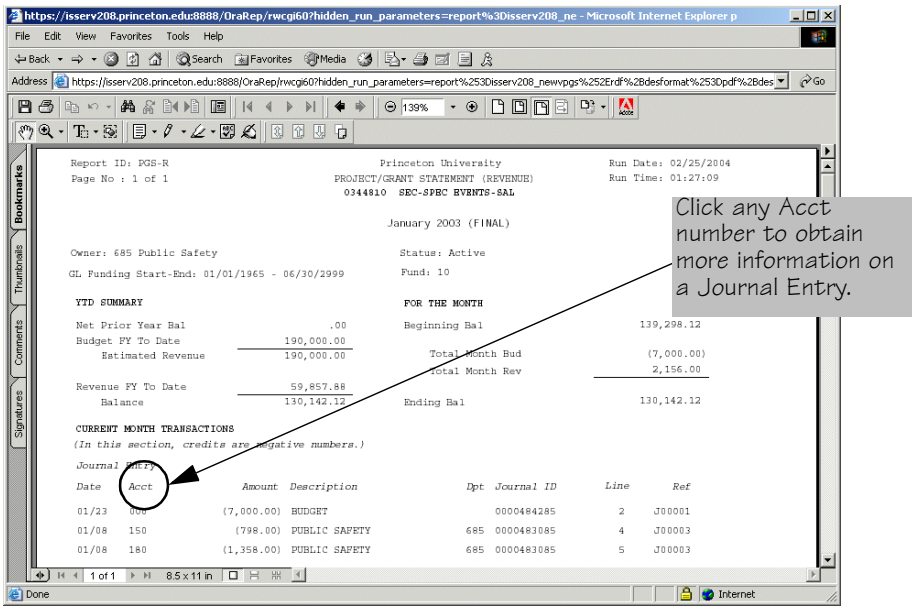


Figure 53: Journal Entries within a PGS-R

Figure 53 shows the results of a PGS-R Journal Entry drill.

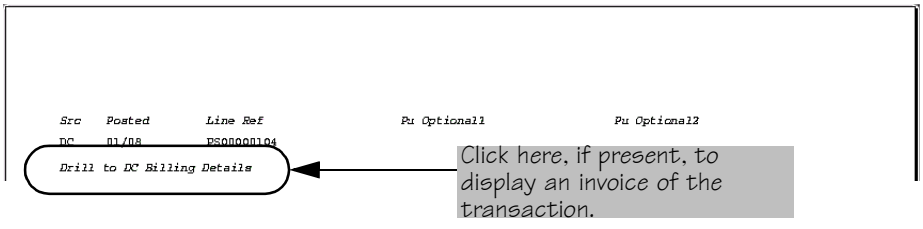


Figure 54: PGS-R Journal Entry Drill

Table 20 lists and defines each field on a Journal Entry drill.

Table 20: PGS-R Journal Transaction Entry Drill

Journal Entry Drill	Description
Src	Specifies the system that is the source for a particular transaction. This may be the PeopleSoft Financials system itself, which is coded ONL for online entry, or other systems such as LIB (Library), A&E (Assets & Equity), PPL (Plasma Physics Lab), DS (Dining Services).
Posted	Specifies the date when the transaction is posted. This can differ from the Journal Date on the report. For example, during the fiscal year close, the Journal Date may be 6/30/*nn*, but the transaction is not posted until 7/5/*nn*.
Line Ref	Specifies the journal line reference, which is typically a subsystem transaction reference, or may include additional information for the journal line description.
PU Optional 1 and PU Optional 2	Specifies a 15-character description that can be used by a department for special reporting purposes. This optional data is entered when a transaction is initiated.
Drill to DC Billing Details	Displays more details about the transaction. This is an optional feature that is not available for every Journal Entry drill. If available, click on *Drill to DC Billing Details* to display an invoice of the transaction.

To return to the main PGS report, click on the web browser's Back button.

PGS-R AP Journal Line Drill

If information is available, the Accounts Payable (AP) Journal Line drill provides more data on transaction entries in this section. To perform an AP Journal Line drill, click any field of an *AP Journal Summary* transaction line.

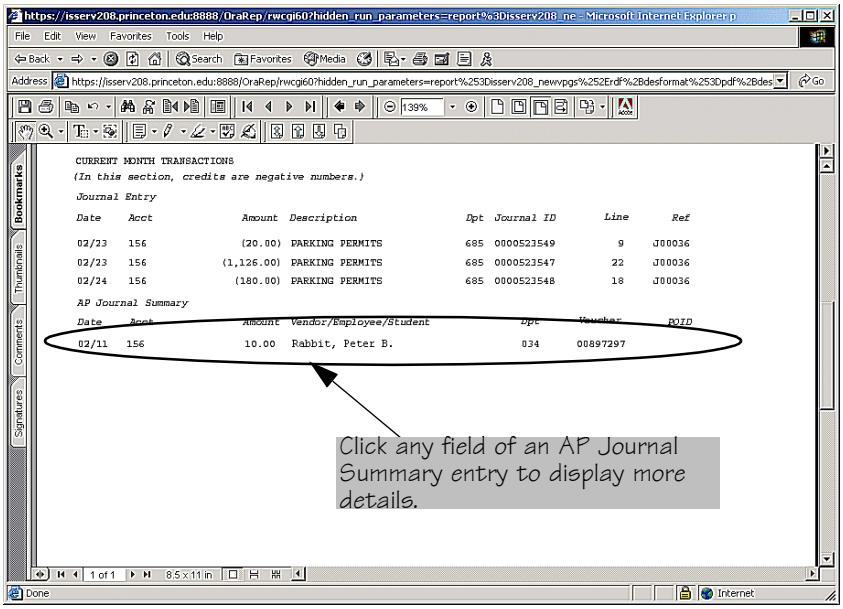

CURRENT MONTH TRANSACTIONS
(In this section, credits are negative numbers.)
Journal Entry
Date Acct Amount Description Dpt Journal ID Line Ref
02/23 156 (20.00) PARKING PERMITS 685 0000523549 9 J00036
02/23 156 (1,126.00) PARKING PERMITS 685 0000523547 22 J00036
02/24 156 (180.00) PARKING PERMITS 685 0000523548 18 J00036
AP Journal Summary
Date Acct Amount Vendor/Employee/Student Dpt Voucher POID
02/11 156 10.00 Rabbit, Peter B. 034 00897297
Click any field of an AP Journal Summary entry to display more details.

Figure 55: AP Journal Line Drill from a PGS-R

Figure 56 shows the results of an AP Journal Summary Drill. To return to the main PGS report, click on the web browser's Back button. See Table 21, on page 77 for a description of the fields in an AP Journal Summary drill.

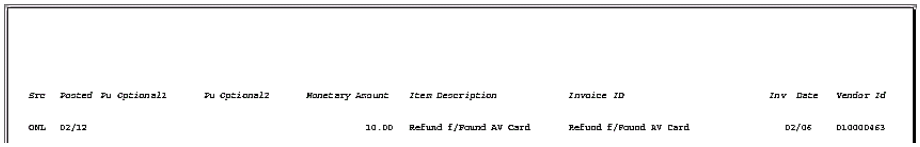

Src Posted Pu Optional1 Pu Optional2 Monetary Amount Item Description Invoice ID Inv Date Vendor Id
GNL 02/12 10.00 Refund f/Pound AV Card Refund f/Pound AV Card 02/06 D1000D463

Figure 56: AP Journal Entry Drill

Figure 21 describes the fields in an AP Journal Line drill.

Table 21: PGS-R AP Journal Line Drill

AP Journal Line Drill	Description
Src	Indicates the system that is the source for a particular transaction. This may be the PeopleSoft Financials system itself, which is coded ONL for online entry, or other systems such as LIB (Library), A&E (Assets & Equity), PPL (Plasma Physics Lab), DS (Dining Services).
Posted	Specifies the date when the transaction is posted. This can differ from the Journal Date on the report. For example, during the fiscal year close, the Journal Date may be 6/30/*nn*, but the transaction is not posted until 7/5/*nn*.
PU Optional 1 and PU Optional 2	Displays a 15-character description that can be used by a department for special reporting purposes. This optional data is entered when a transaction is initiated. For example, if "London Trip" appeared in the *PU Optional 1* field on a travel reimbursement form, it would be displayed on an AP reimbursement transaction line, which provides further details for the report user.
Monetary Amount	Specifies the monetary amount of the transaction.
Item Description	Provides a brief description of the AP items paid for by the voucher on the transaction detail line.
Invoice ID	Shows the vendor's invoice number, which is listed on the vendor's bill.
Inv Date	Displays the vendor's invoice date that appears on the vendor's bill.
Vendor ID	Specifies a unique numeric identifier that is assigned to the vendor listed on the transaction detail line. For employee and student payees, this identifier is their Emplid.

Sponsored Project Reports

4

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Sponsored Project Report (SPR) Overview

The Sponsored Project Report displays summary data, by budget category, for a specific sponsored project from inception to date.

The following sections describe how to generate and print a Sponsored Project Report (SPR). Later sections in this chapter describe how to understand the SPR components and drill to a Project Grant Statement (PGS) from the SPR.

Generating Sponsored Project Reports (SPRs)

The procedure in this section steps you through the process of generating the Sponsored Project Report (SPR).

To generate a Sponsored Project Report:

1. Log on to the Data Mall as described in "Accessing the DataMall and University Financials," on page 4. The Princeton University DataMall page is displayed.

2. Select University Financials Departmental Reports. The University Financials Departmental Reports page is displayed.

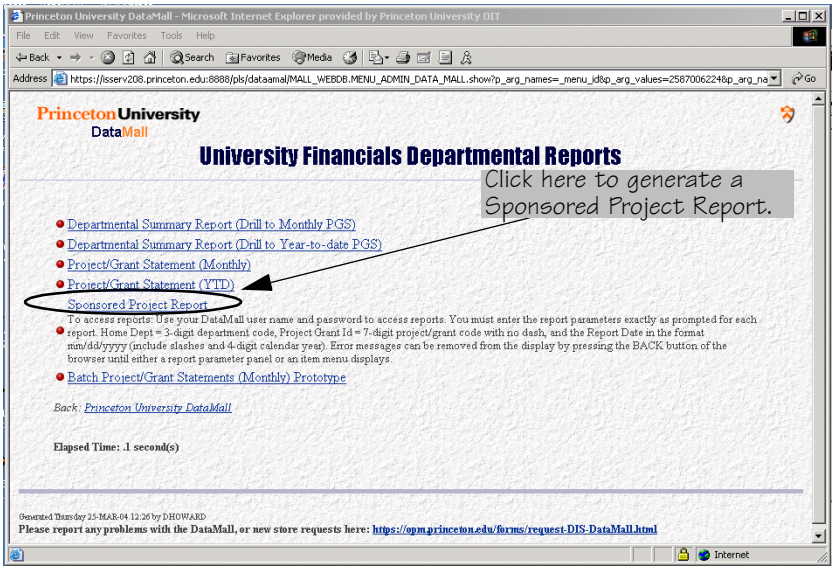

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University
DataMall
University Financials Departmental Reports
Click here to generate a Sponsored Project Report.
Departmental Summary Report (Drill to Monthly PGS)
Departmental Summary Report (Drill to Year-to-date PGS)
Project/Grant Statement (Monthly)
Project/Grant Statement (YTD)
Sponsored Project Report
Batch Project/Grant Statements (Monthly) Prototype
Back: Princeton University DataMall
Elapsed Time: .1 second(s)
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html

Figure 57: University Financials Departmental Reports Page

3. Click the Sponsored Project Report link. The Database Authentication page is displayed.

4. Validate your access to the database as follows:

   a) Enter your Data Mall User ID and password into the *User Name* and *Password* fields, respectively.

   b) Enter **amalprod** into the *Database* field, if this value is not present by default.

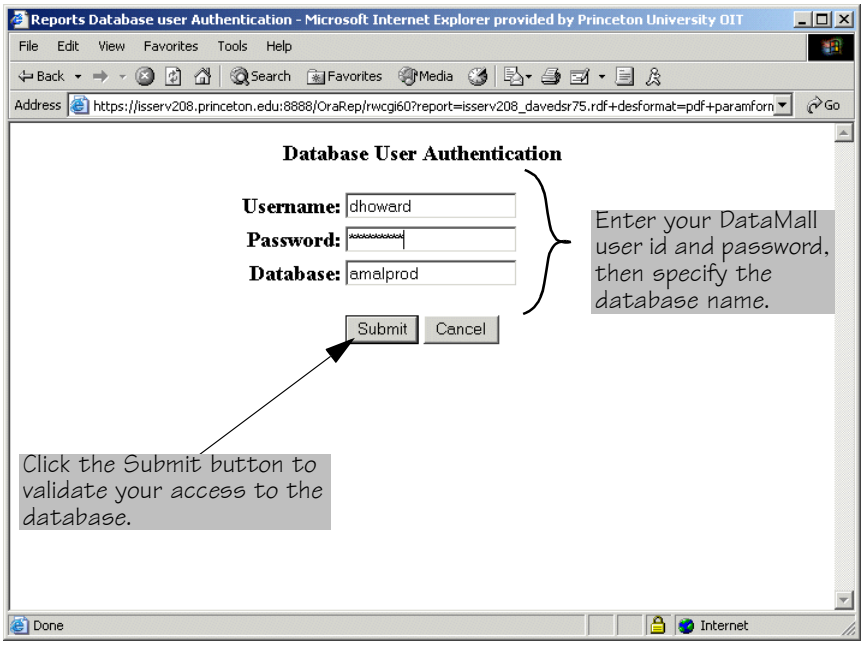

Reports Database user Authentication - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://isserv208.princeton.edu:8888/OraRep/rwcgi60?report=isserv208_davedsr75.rdf+desformat=pdf+paramform
Go
Database User Authentication
Username: dhoward
Password:
Database: amalprod
Submit Cancel
Enter your DataMall user id and password, then specify the database name.
Click the Submit button to validate your access to the database.
Done
Internet

Figure 58: Database Authentication Page

   c) Click the Submit button. The Sponsored Project Report Query page is displayed.

5. Specify parameters on the Sponsored Project Report Query page.

   a) Enter the 7-digit code that is associated with the report you want to view in the *Project Grant ID* field.

   b) Enter any date (using *mm/dd/yyyy* format) within the month to generate a report that displays details for the entire month.

   c) Select how you want salary encumbrances calculated from the *Salary Encumbrances Method* drop down menu:

      I Include all Salary Encumbrances

      C Calculate through budget end date

Tip! *To review the financial status of a project prior to closing a project, choose the* ***I*** *option to include all encumbrances. This option shows future salary encumbrances beyond the current budget funding period. These encumbrances should be removed from Labor Accounting (transferred or cancelled) prior to closing a project. This prevents these charges from appearing in suspense accounts.*

   d) Click the Submit Query button to display the report.

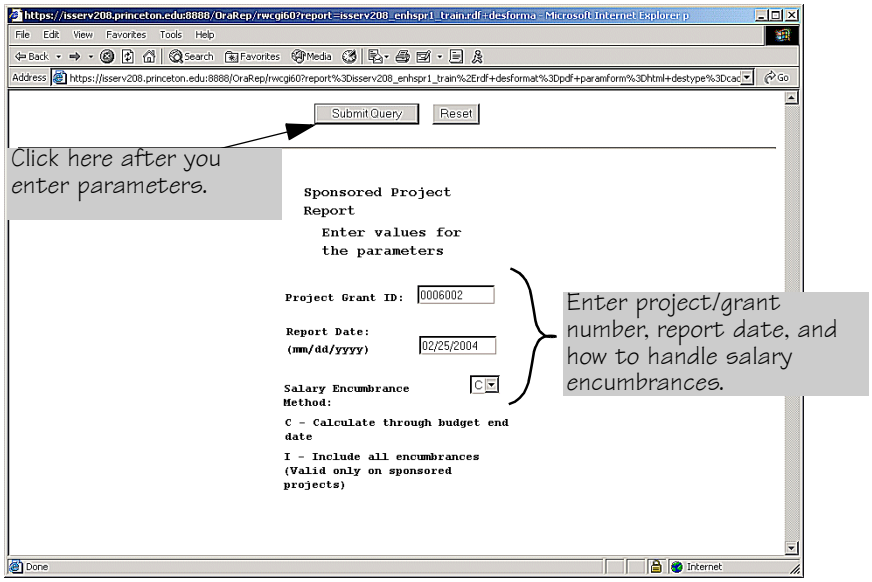

Submit Query
Reset
Click here after you enter parameters.
Sponsored Project Report
Enter values for the parameters
Project Grant ID: 0006002
Report Date: (mm/dd/yyyy) 02/25/2004
Salary Encumbrance Method: C
C - Calculate through budget end date
I - Include all encumbrances (Valid only on sponsored projects)
Enter project/grant number, report date, and how to handle salary encumbrances.

Figure 59: Sponsored Project Report Query Page

The Sponsored Project Report is displayed, based on the parameters you specified. If the incorrect parameters are entered, an error message is returned: **MSG:00100:xxxxxxx is not a sponsored project - report cannot be run REP 0546: invalid parameter for input**.

Printing Sponsored Project Reports (SPRs)

Once a Sponsored Project Report is generated, you can view and/or print a copy of the report for later reference. See "Understanding SPR Components," on page 84 for examples and descriptions of reports.

To print a report:

1. Generate the Sponsored Project Report as described in "Generating Sponsored Project Reports (SPRs)," on page 80.

   A Sponsored Project Report is displayed based on the parameters you specified.

2. Click on your web browser's **File** menu, then select the **Print** option. The Print dialog box is displayed.

3. Click the OK button to send the file to the printer.

Understanding SPR Components

The Sponsored Project Report (SPR) displays summary data by budget category for a specific sponsored project. From this report, you can drill to the YTD Project Grant Statement (PGS), where you can perform other drills within the PGS that provide you with more information on the various transactions associated with this report.

Sponsored Project Report (SPR) Example

Figure 60 is an example of a Sponsored Project Report (SPR). The report is divided into two primary sections: Report Header and Report Body. The following sections describe the components of a Sponsored Project Report (SPR).

An SPR consists of two primary sections.

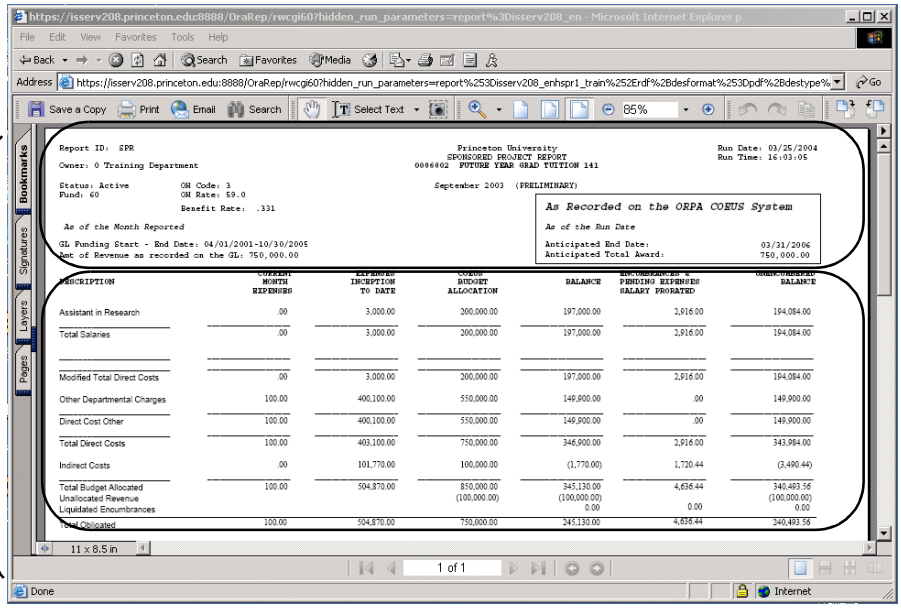

Report ID: SPR
Princeton University
SPONSORED PROJECT REPORT
0006602 FUTURE YEAR GRAD TUITION 141
Run Date: 03/25/2004
Run Time: 16:03:05
Owner: 0 Training Department
Status: Active
Fund: 60
GM Code: 3
GM Rate: 59.0
Benefit Rate: .331
September 2003 (PRELIMINARY)
As Recorded on the ORPA COEUS System
As of the Month Reported
As of the Run Date
GL Funding Start - End Date: 04/01/2001-10/30/2005
Amt of Revenue as recorded on the GL: 750,000.00
Anticipated End Date: 03/31/2006
Anticipated Total Award: 750,000.00
DESCRIPTION
CURRENT MONTH EXPENSES
EXPENSES INCEPTION TO DATE
COEUS BUDGET ALLOCATION
BALANCE
ENCUMBERED & PENDING EXPENSES SALARY PRORATED
UNENCUMBERED BALANCE
Assistant in Research .00 3,000.00 200,000.00 197,000.00 2,916.00 194,084.00
Total Salaries .00 3,000.00 200,000.00 197,000.00 2,916.00 194,084.00
Modified Total Direct Costs .00 3,000.00 200,000.00 197,000.00 2,916.00 194,084.00
Other Departmental Charges 100.00 400,100.00 550,000.00 149,900.00 .00 149,900.00
Direct Cost Other 100.00 400,100.00 550,000.00 149,900.00 .00 149,900.00
Total Direct Costs 100.00 403,100.00 750,000.00 346,900.00 2,916.00 343,984.00
Indirect Costs .00 101,770.00 100,000.00 (1,770.00) 1,720.44 (3,490.44)
Total Budget Allocated 100.00 504,870.00 850,000.00 345,130.00 4,636.44 340,493.56
Unallocated Revenue (100,000.00) (100,000.00) (100,000.00)
Liquidated Encumbrances 0.00 0.00 0.00
Total Obligated 100.00 504,870.00 750,000.00 245,130.00 4,636.44 240,493.56
Bookmarks
Signatures
Layers
Pages
11 x 8.5 in
1 of 1
Done
Internet

Figure 60: Sponsored Project Report

SPR Report Header

The Sponsored Project Report header provides general information about each generated report, including the *Report ID*, Report Label (**Sponsored Project Report**), *Run Date*/*Run Time, Owner,* and *Status* (**Active** or **Inactive**). Following is an example of the report header.

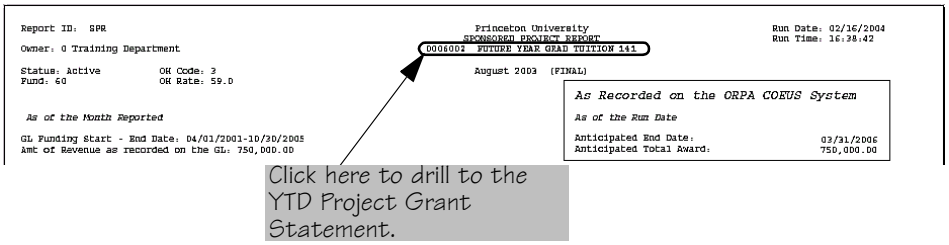

Report ID: SPR
Owner: G Training Department
Status: Active
Fund: 60
OH Code: 3
OH Rate: 59.0
As of the Month Reported
GL Funding Start - End Date: 04/01/2003-10/30/2005
Amt of Revenue as recorded on the GL: 750,000.00
Princeton University
SPONSORED PROJECT REPORT
0006002 FUTURE YEAR GRAD TUITION 141
August 2003 (FINAL)
Run Date: 02/16/2004
Run Time: 16:38:42
As Recorded on the ORPA COEUS System
As of the Run Date
Anticipated End Date: 03/31/2006
Anticipated Total Award: 750,000.00
Click here to drill to the YTD Project Grant Statement.

Figure 61: Sponsored Project Report Header.

Table 22 describes the remaining fields in the SPR report header.

Table 22: Sponsored Project Report Header

Project/Grant Code **Project Name**	Specifies the 7-digit Project Grant code and Project Name. ***Tip:*** *Click on the Project Grant code to drill down to the YTD PGS. See "Sponsored Project Report Drill," on page 90 for more information.*
Fund	Displays the code associated with this project/grant. See "Grant Numbering and Fund Codes," on page 107 for more information.
OH Code/OH Rate	Specifies the overhead code and overhead rate.
Month/Year/Status **(Final or Preliminary)**	Specifies the month and the year to which the report applies, and indicates whether the report is **Preliminary** (not closed) or **Final** (closed).
As of the Month Reported **GL Funding Start - End Date:** **Amt of Revenue as recorded the on GL:**	Indicates the General Ledger start and end dates for funding, and specifies the amount of revenue that is recorded on the General Ledger for that period.

Table 22: Sponsored Project Report Header (Continued)

As Recorded on the ORPA COEUS System: ***As of the Run Date*** **Anticipated End Date:** **Anticipated Total Award:**	Specifies the *Anticipated End Date* for the project, and the *Anticipated Total Award* amount that is to be funded for the project. This amount can be equal to or greater than the *Amt of Revenue as recorded on the GL*. If the *Anticipated Total Award* is greater than the *Amt of Revenue as recorded on the GL*, the excess is not included in the *Spending Authority.*

SPR Report Body

The Sponsored Project Report (SPR) report body consists of seven data columns as highlighted in the following example.

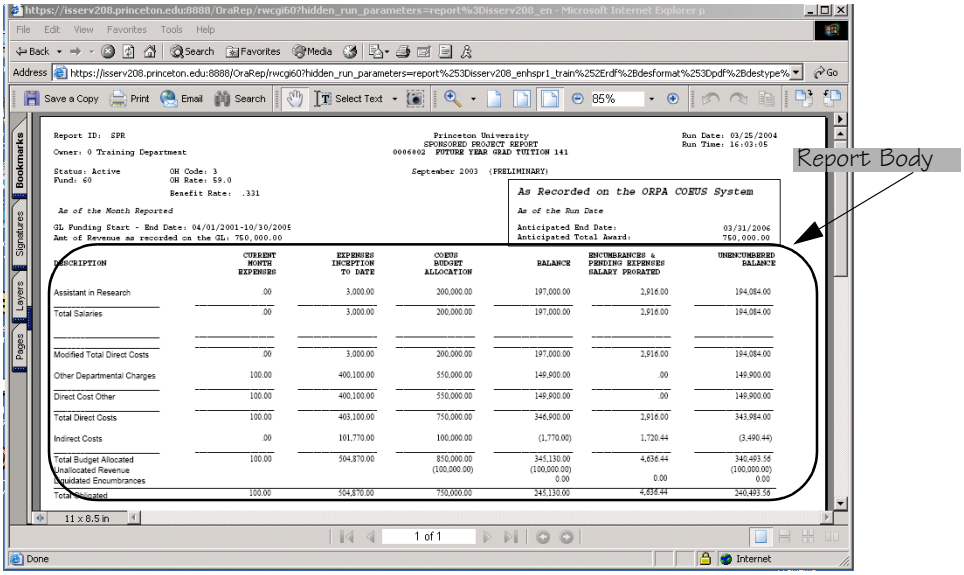


Figure 62: Body of a Sponsored Project Report

Table 23 describes the fields that are in the body of a Sponsored Project Report (SPR).

Table 23: Sponsored Project Report Field Descriptions

SPR Report Body	Description
Description	Provides a list of sponsored project budget categories down the lefthand side of the report. The categories are grouped and subtotaled into salary-related items, non-salary-related items, other direct costs, and indirect costs. Subtotals for modified total direct costs, and total direct costs are also displayed. Finally, there is a total for the project. For projects that do not allocate budget to individual line items, there is a line for unallocated direct cost budget.
Current Month Expenses	Shows the net amount of expenses paid and recorded that are related to the month of this report. It includes both true expenses (positive) and refunds (negative), which includes all transactions coded with Account 200-399.
Expenses Inception To Date	Shows the net amount of expenses paid and recorded since the inception of the project to the month of this report. This includes both true expenses (positive) and refunds (negative), which includes all transactions coded with Account 200-399.

Table 23: Sponsored Project Report Field Descriptions (Continued)

SPR Report Body	Description
COEUS Budget Allocation	Specifies the amount of funds each project grant is authorized to spend. This amount includes all types of budgeted revenue posted during the related fiscal year of this report, plus the net ending balance from the previous fiscal year. It includes transactions coded with Account 101 and 104-199.
Balance	Displays the amount calculated as the *Spending Authority* minus *Inception To Date* amount. This amount is sometimes referred to as the 'cash' balance since it does not include *Encumbrances & Pending Expenses*.
Encumbrances & Pending Expenses Salary Prorated or All Salary Include	Shows the total amount of 'planned' expenses that have been approved but not yet paid, plus any expenses entered but not yet posted. *Encumbrances* include amounts related to approved purchase orders that have been budget checked but not yet invoiced. Outstanding salary encumbrances, with calculated benefits and indirect costs, have been added to this column from the Labor Accounting system. This amount is also reflected in the *Unencumbered Balance* column. *Pending Expenses* include amounts of encumbrances liquidated, and vouchers entered but not yet posted as expenses. **Note:** Salary encumbrances and indirect costs are available on preliminary reports only. These numbers are calculated based on the report option **C**, which prorates amounts through the budget funding period, or **I** which includes all encumbrances.
Unencumbered Balance	Specifies the amount that is calculated as the *Balance* minus *Encumbrances & Pending Expenses*. This is the true amount of *Spending Authority*, funds, budget, and so on, that has not been spent or committed to be spent. This is sometimes referred to as the ***free*** balance. For preliminary reports, this column includes outstanding salary encumbrances, with calculated benefits and indirect costs from the Labor Accounting system that have been prorated using option **C,** or inclusive of all encumbrances using option **I**.

At the bottom of the SPR, there are two additional rows that have been added, which ensure that the reported numbers on this report are consistent with both the DSR and PGS.

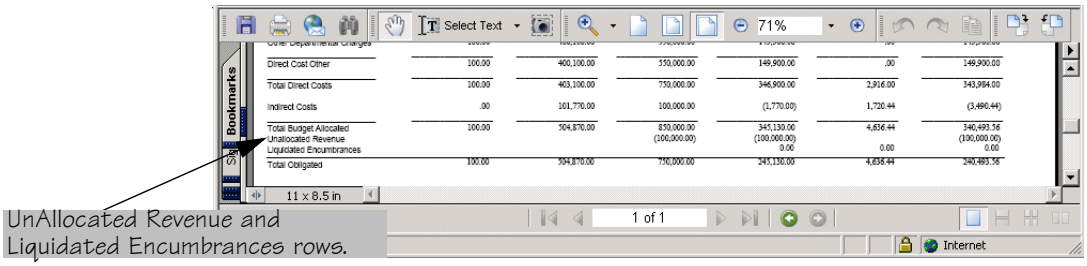


Table 24 describes the *Unallocated Revenue* and *Liquidated Encumbrances* amounts.

Table 24: Consistency for Amounts on SPR versus DSR or PGS

Description	Purpose
Unallocated Revenue	Quantifies the difference between Actual Revenue and Budgeted Revenue.
Liquidated Encumbrances	Specifies the amount of encumbrances liquidated since the period was reported initially. Typically, this line reports differences for prior periods only.

Sponsored Project Report Drill

From the Sponsored Project Report (SPR), you can drill to the YTD Project Grant Statement (PGS) to obtain further details on any SPR transaction entry. Once the PGS is displayed, you can perform PGS drills that provide you with more information on various transactions associated with the SPR. No other drills are available from a Sponsored Project Report (SPR).

To access the PGS from an SPR, click the project grant name/number in the SPR report header, as shown in the following example:

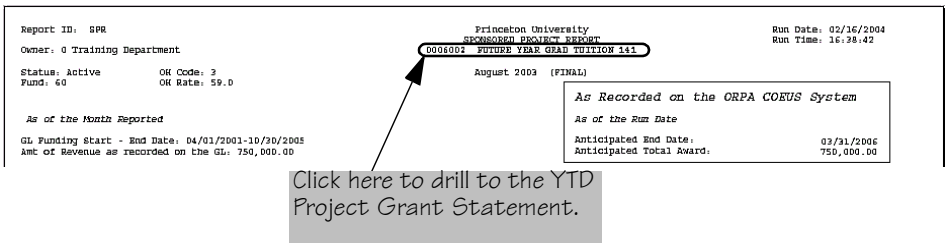
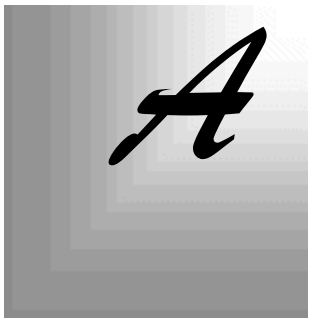

Report ID: SPR
Princeton University
SPONSORED PROJECT REPORT
Run Date: 02/16/2004
Run Time: 16:38:42
Owner: G Training Department
0006002 FUTURE YEAR GRAD TUITION 141
Status: Active
OH Code: 3
Fund: 60
OH Rate: 59.0
August 2003 (FINAL)
As Recorded on the ORPA COEUS System
As of the Month Reported
As of the Run Date
GL Funding Start - End Date: 04/01/2003-10/30/2005
Amt of Revenue as recorded on the GL: 750,000.00
Anticipated End Date: 03/31/2005
Anticipated Total Award: 750,000.00
Click here to drill to the YTD Project Grant Statement.

Figure 63: Drill to the PGS from the SPR

See "Understanding PGS-E and PGS-S Components," on page 39, for more information.

Batch Printing



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Batch Reporting and Printing

Using the Data Mall batch reporting function, you can display and print multiple Project Grant Statements (PGSs) in a single PDF file. This enables you to collectively view reports for a department. Unlike generating an individual PGS, you cannot drill to additional information on a field from within a batch report file.

The following section describe how to generate and print batch PGS reports. For details on the reports themselves, see "Project Grant Statement (PGS) Overview," on page 34.

Generating PGS Batch Reports

To generate multiple Project Grant Statements (PGSs) within a single PDF file, you must use the batch reporting function within the Data Mall as described in this section.

To generate multiple Project Grant Statements:

1. Log on to the Data Mall as described in "Accessing the DataMall and University Financials," on page 4. The Princeton University DataMall is displayed.

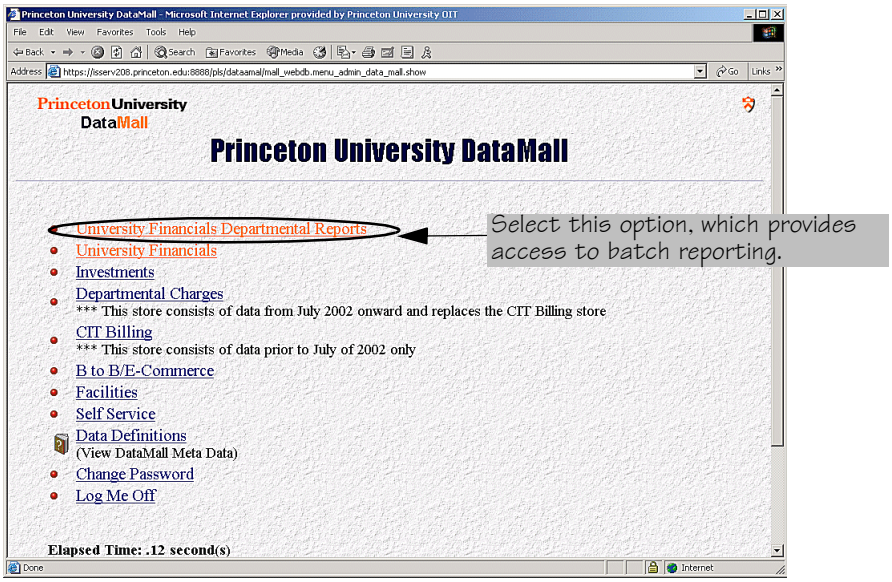
Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/mall_webdb.menu_admin_data_mall.show
Princeton University DataMall
Princeton University DataMall
University Financials Departmental Reports
University Financials
Investments
Departmental Charges
*** This store consists of data from July 2002 onward and replaces the CIT Billing store
CIT Billing
*** This store consists of data prior to July of 2002 only
B to B/E-Commerce
Facilities
Self Service
Data Definitions
(View DataMall Meta Data)
Change Password
Log Me Off
Elapsed Time: .12 second(s)
Done
Internet
Select this option, which provides access to batch reporting.

Figure 64: Princeton University DataMall

2. Select the University Financials Departmental Reports link from the Princeton University DataMall page. The University Financials Departmental Reports page is displayed.

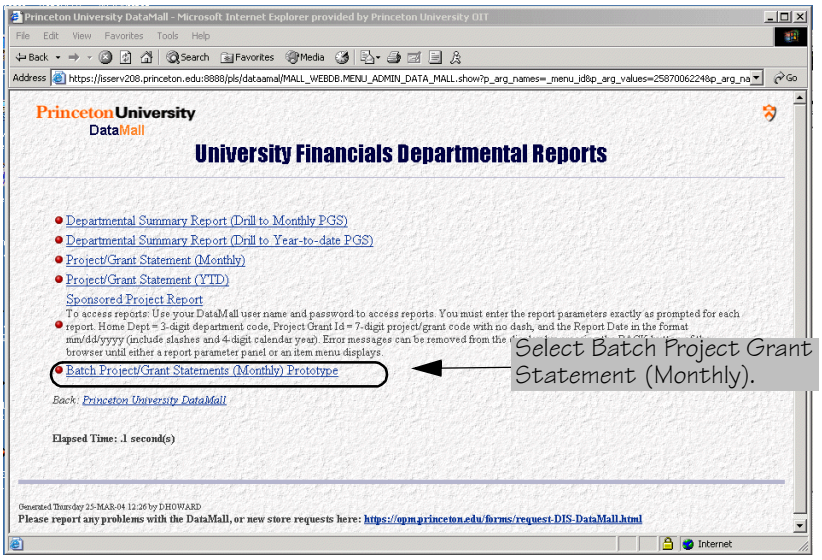
Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
PrincetonUniversity
DataMall
University Financials Departmental Reports
Departmental Summary Report (Drill to Monthly PGS)
Departmental Summary Report (Drill to Year-to-date PGS)
Project/Grant Statement (Monthly)
Project/Grant Statement (YTD)
Sponsored Project Report
Batch Project/Grant Statements (Monthly) Prototype
Back: Princeton University DataMall
Elapsed Time: .1 second(s)
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html
Select Batch Project Grant Statement (Monthly).

Figure 65: University Financials Departmental Reports Page

3. Select the Batch Project/Grant Statement (Monthly) Prototype link. The Database Authentication page is displayed.

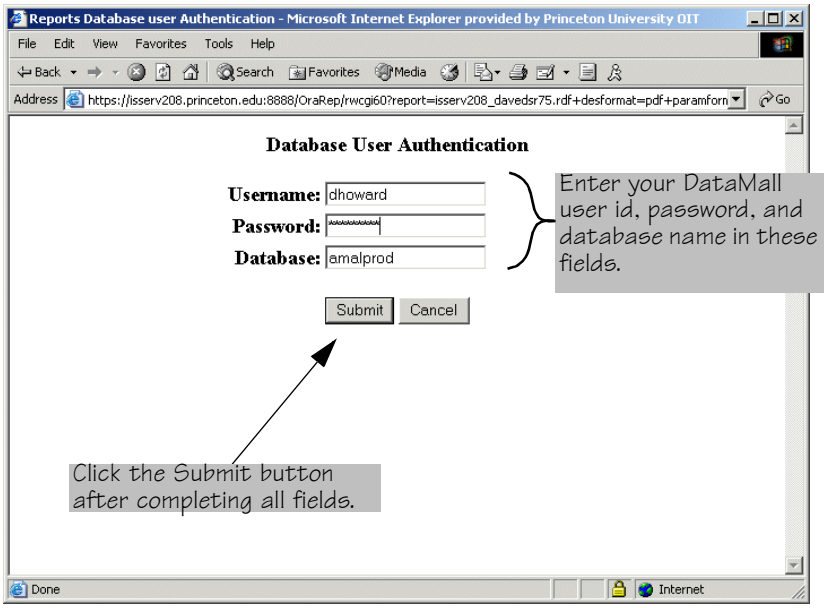
Reports Database user Authentication - Microsoft Internet Explorer provided by Princeton University OIT
Database User Authentication
Username: dhoward
Password:
Database: amalprod
Submit
Cancel
Enter your DataMall user id, password, and database name in these fields.
Click the Submit button after completing all fields.

Figure 66: Database User Authentication Page

4. Validate your access to the report database:

   a) Enter your Data Mall User ID and password into the *User Name* and *Password* fields, respectively.

   b) Enter **amalprod** into the *Database* field, if this value is not present by default.

   c) Click the Submit button. The Batch Project Grant Statement page is displayed.

Tip! *If the Batch Project Grant Statement page is not displayed, you lack access to the database with the user name and password you supplied. Verify that you have entered a valid user name and password.*

5. Specify parameters on the Batch Project Grant Statement query page:

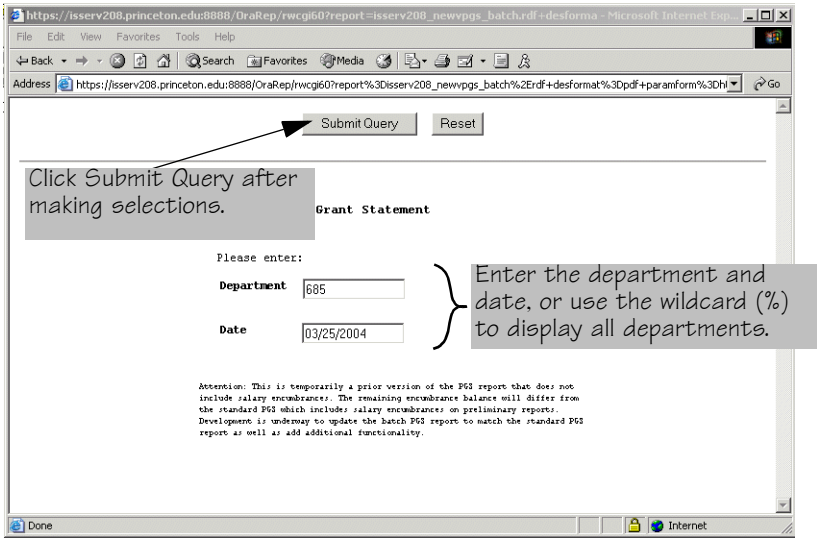
Submit Query
Reset
Click Submit Query after making selections.
Grant Statement
Please enter:
Department
685
Date
03/25/2004
Enter the department and date, or use the wildcard (%) to display all departments.
Attention: This is temporarily a prior version of the PGS report that does not include salary encumbrances. The remaining encumbrance balance will differ from the standard PGS which includes salary encumbrances on preliminary reports. Development is underway to update the batch PGS report to match the standard PGS report as well as add additional functionality.
Done
Internet

Figure 67: Batch Project Grant Statement Report Query Page

   a) Enter a 3-digit department code in *Home Department* field, or use the wildcard (%) to print reports for all departments that you can access.

Tip! *If you have access to more than one department, using the wildcard can result in the compilation of too much data. It is best to generate the reports by specifying a department, if you have access to multiple departments and Project Grant Statements.*

b) Enter any date within the month (using *mm/dd/yyyy* format) in the *Date* field to generate the multiple PGSs for that month. By default, the current date is used. The reports that are generated show details for the entire month.

c) Press the Submit Query button to generate the reports.

Using the parameters you specified, all Project Grant Statements (PGS) to which you have access, are displayed in a single PDF file. Use the scroll bars to traverse the file, or print the file as described in the next section.

Printing the PGS Batch Reports

Once generated, you can print a batch report file for later reference. For descriptions of the reports, see "Project Grant Statement (PGS) Overview," on page 34.

To print the batch reporting file:

1. Generate the batch report as described in "Generating PGS Batch Reports," on page 92.

2. Click on your web browser's **File** menu, then select the **Print** menu item. The Print dialog box is displayed.

3. Determine whether you want to print the complete batch report file, or a range of pages:

   - To print the entire batch report, ensure that the **All** option is highlighted under the *Print Range* field.
   - To print a range of pages, click the **Print from:** option in the *Print Range* field, then enter a starting page number and an ending page number in the adjacent text input fields.

4. Click the OK button to send the file to the printer.

Financial Data and Chart Fields

B

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Obtaining Reference and Chart Field Data

Within the DataMall, you can obtain a list of Fund Codes, Account Codes, and Project Grant numbers. To do this, you must access the Financial Reference and Chart Fields page, then select the type of browse operation you would like to perform. The following sections describe how to access the Financial Reference and Chart Fields page, and how to perform browse operations.

Accessing Financial Reference Information

The Financial Reference Information and Chart Fields page provides you with access to the various browses you can perform to obtain a list of Fund Codes, Account Codes, Project Grant numbers, and more. Use the following procedure to access the Financial Reference Information and Chart fields page:

To access Financial Reference and Chart Fields:

1. Log into the Data Mall as described in "Signing into the Data Mall," on page 5. The Princeton DataMall page is displayed.

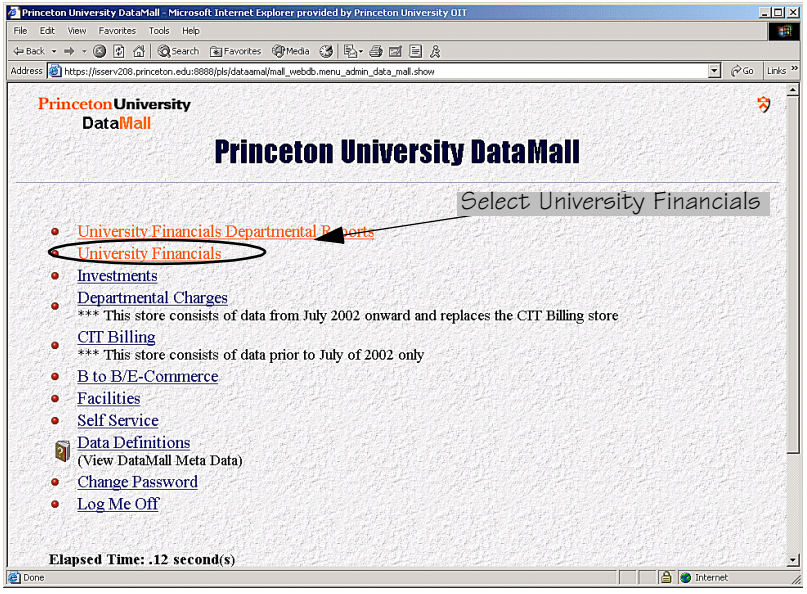

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/mall_webdb.menu_admin_data_mall.show
Princeton University DataMall
Princeton University DataMall
Select University Financials
University Financials Departmental Reports
University Financials
Investments
Departmental Charges
*** This store consists of data from July 2002 onward and replaces the CIT Billing store
CIT Billing
*** This store consists of data prior to July of 2002 only
B to B/E-Commerce
Facilities
Self Service
Data Definitions
(View DataMall Meta Data)
Change Password
Log Me Off
Elapsed Time: .12 second(s)
Done
Internet

Figure 68: Princeton University DataMall Page

2. Select University Financials from the list of Data Mall stores. The University Financials page is displayed.

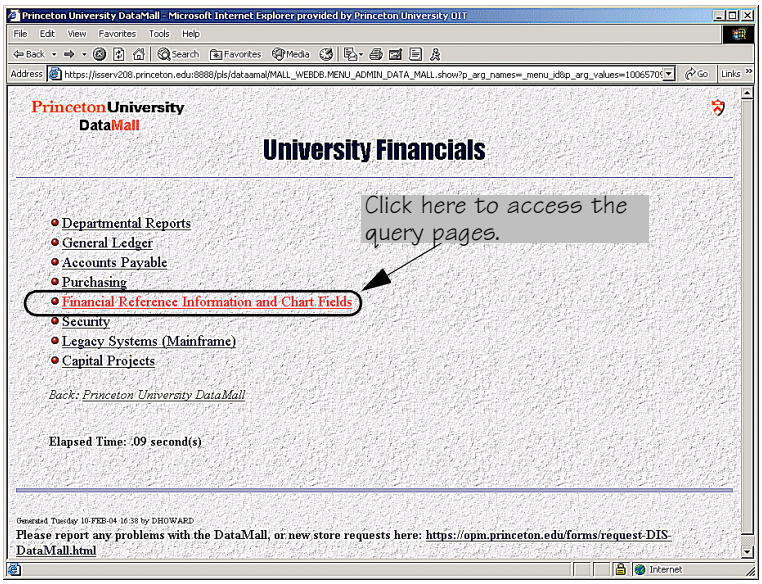

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University
DataMall
University Financials
Click here to access the query pages.
Departmental Reports
General Ledger
Accounts Payable
Purchasing
Financial Reference Information and Chart Fields
Security
Legacy Systems (Mainframe)
Capital Projects
Back: Princeton University DataMall
Elapsed Time: .09 second(s)
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DISDataMall.html

Figure 69: University Financials Page

3. Select Financial Reference Information and Chart Fields. The Financial Reference Information and Chart Fields page is displayed.

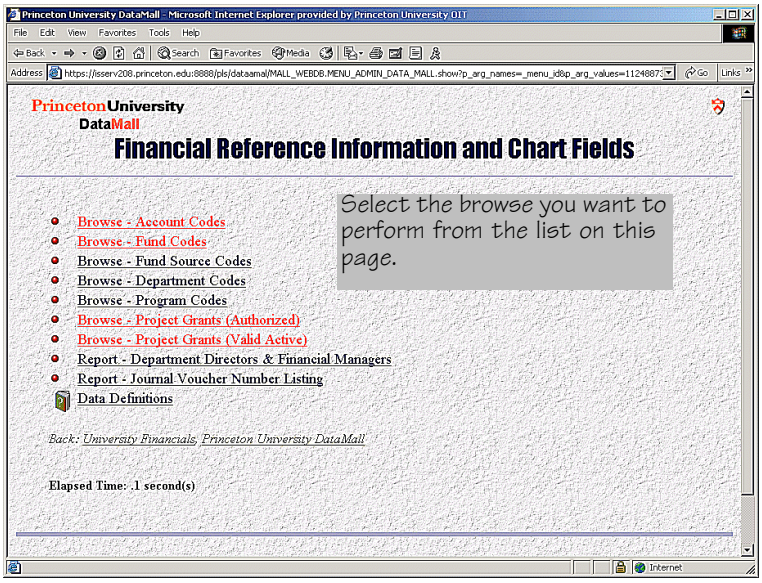

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University
DataMall
Financial Reference Information and Chart Fields
Select the browse you want to perform from the list on this page.
Browse - Account Codes
Browse - Fund Codes
Browse - Fund Source Codes
Browse - Department Codes
Browse - Program Codes
Browse - Project Grants (Authorized)
Browse - Project Grants (Valid Active)
Report - Department Directors & Financial Managers
Report - Journal Voucher Number Listing
Data Definitions
Back: University Financials, Princeton University DataMall
Elapsed Time: .1 second(s)

Figure 70: Financial Reference Information and Chart Fields Page

From this page, you can choose the type of browse you would like to perform. The following sections describe how to browse Fund Codes, Account Codes, and Project Grants.

Obtaining a List of Fund Codes

To obtain a list of Fund Codes from within the Data Mall, you must access the Financial Reference and Chart Fields page, then perform a Fund Code browse operation as described in the following procedure.

To access Fund Codes:

1. Display the Financial Reference and Chart Fields page as described in "Accessing Financial Reference Information," on page 98.

2. Click on Browse - Fund Codes. The Fund Codes query page is displayed.

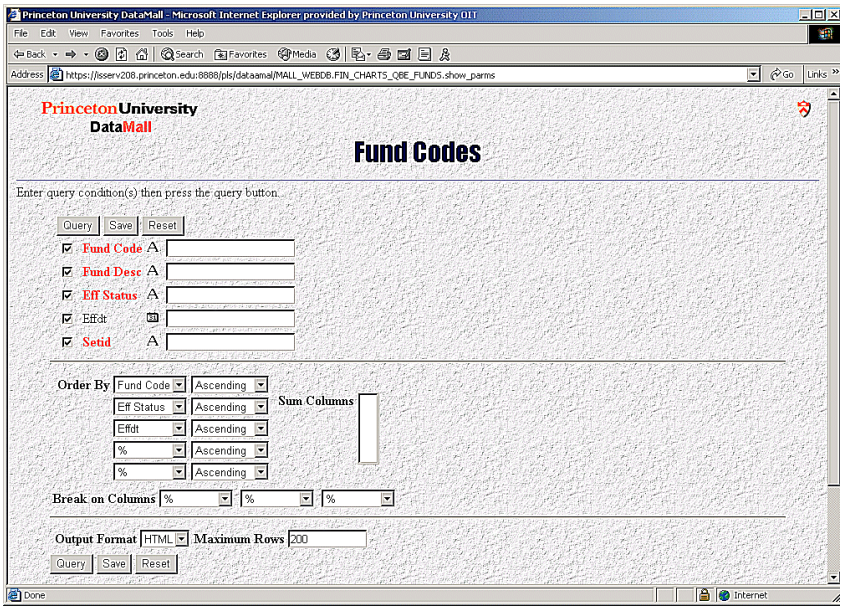


Figure 71: Fund Codes Query Page

3. Click the Query button to display all Fund Codes, or enter search criteria in the text input fields to narrow the information returned.

   - If you choose to display all Fund Codes, a page similar to the following is returned.

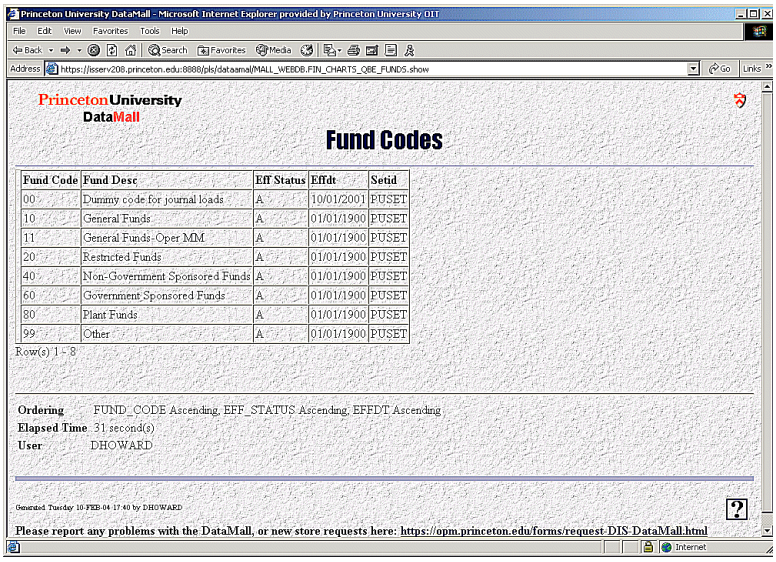

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University DataMall
Fund Codes
Fund Code | Fund Desc | Eff Status | Effdt | Setid
00 | Dummy code for journal loads | A | 10/01/2001 | PUSET
10 | General Funds | A | 01/01/1900 | PUSET
11 | General Funds-Oper MM | A | 01/01/1900 | PUSET
20 | Restricted Funds | A | 01/01/1900 | PUSET
40 | Non-Government Sponsored Funds | A | 01/01/1900 | PUSET
60 | Government Sponsored Funds | A | 01/01/1900 | PUSET
80 | Plant Funds | A | 01/01/1900 | PUSET
99 | Other | A | 01/01/1900 | PUSET
Row(s) 1 - 8
Ordering FUND_CODE Ascending, EFF_STATUS Ascending, EFFDT Ascending
Elapsed Time 31 second(s)
User DHOWARD
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html

Figure 72: Fund Codes Query (ALL) Results Page

   - If you choose enter search criteria, the data returned differs. In the following example, the *Eff Status*, *Effdt*. and *Setid* were de-selected and the number **60** was entered into the *Fund Code* field.

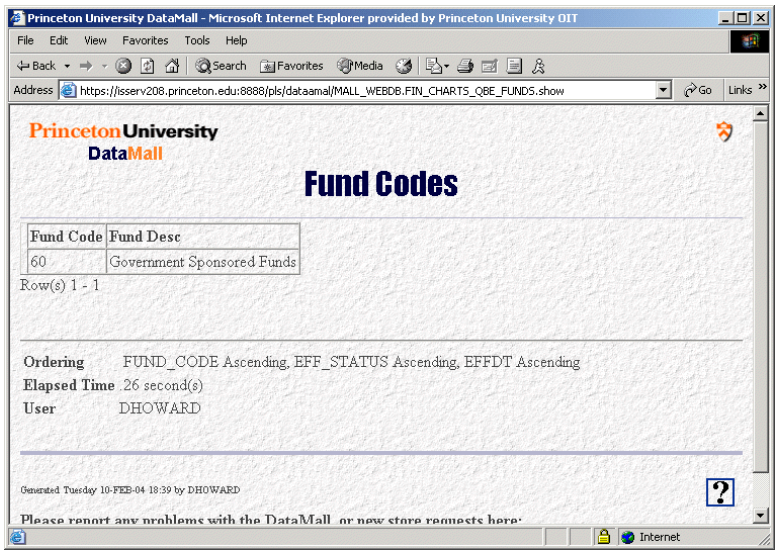

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
Princeton University DataMall
Fund Codes
Fund Code | Fund Desc
60 | Government Sponsored Funds
Row(s) 1 - 1
Ordering FUND_CODE Ascending, EFF_STATUS Ascending, EFFDT Ascending
Elapsed Time 26 second(s)
User DHOWARD

Figure 73: Fund Codes Query (With Criteria Selected) Results Page

Obtaining a List of Account Codes

To obtain a list of Account Codes from within the Data Mall, you must access the Financial Reference and Chart Fields page, then perform an Account Code browse operation as described in the following procedure.

To access Account Codes:

1. Display the Financial Reference and Chart Fields page as described in "Accessing Financial Reference Information," on page 98.

2. Click on Browse - Account Codes. The Account Codes query page is displayed.

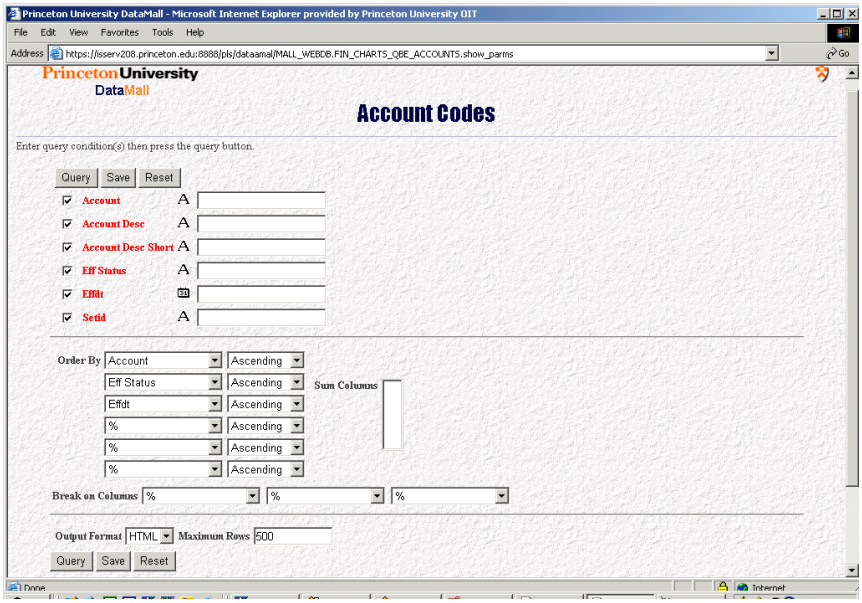
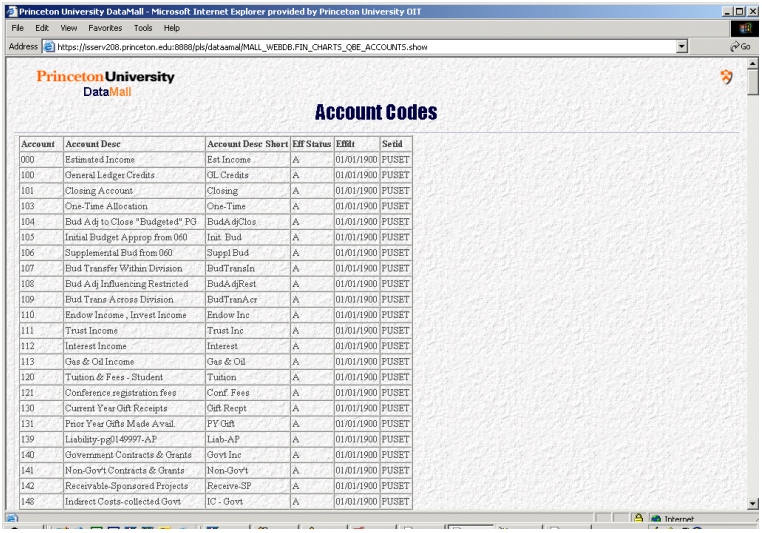


Figure 74: Account Codes Query Page

3. Click the Query button to display all Account Codes, or enter search criteria in the text input fields to narrow the information returned.

   - If you choose to display all Account Codes with all fields active, a page similar to the following is returned.


Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/MALL_WEBDB.FIN_CHARTS_QBE_ACCOUNTS.show
Princeton University
DataMall
Account Codes

Account	Account Desc	Account Desc Short	Eff Status	Effdt	Setid
000	Estimated Income	Est Income	A	01/01/1900	PUSET
100	General Ledger Credits	GL Credits	A	01/01/1900	PUSET
101	Closing Account	Closing	A	01/01/1900	PUSET
103	One-Time Allocation	One-Time	A	01/01/1900	PUSET
104	Bud Adj to Close "Budgeted" PG	BudAdjClos	A	01/01/1900	PUSET
105	Initial Budget Approp from 060	Init Bud	A	01/01/1900	PUSET
106	Supplemental Bud from 060	Suppl Bud	A	01/01/1900	PUSET
107	Bud Transfer Within Division	BudTransIn	A	01/01/1900	PUSET
108	Bud Adj Influencing Restricted	BudAdjRest	A	01/01/1900	PUSET
109	Bud Trans Across Division	BudTranAcr	A	01/01/1900	PUSET
110	Endow Income , Invest Income	Endow Inc	A	01/01/1900	PUSET
111	Trust Income	Trust Inc	A	01/01/1900	PUSET
112	Interest Income	Interest	A	01/01/1900	PUSET
113	Gas & Oil Income	Gas & Oil	A	01/01/1900	PUSET
120	Tuition & Fees - Student	Tuition	A	01/01/1900	PUSET
121	Conference registration fees	Conf. Fees	A	01/01/1900	PUSET
130	Current Year Gift Receipts	Gift Recpt	A	01/01/1900	PUSET
131	Prior Year Gifts Made Avail.	PY Gift	A	01/01/1900	PUSET
139	Liability-pg0149997-AP	Liab-AP	A	01/01/1900	PUSET
140	Government Contracts & Grants	Govt Inc	A	01/01/1900	PUSET
141	Non-Gov't Contracts & Grants	Non-Gov't	A	01/01/1900	PUSET
142	Receivable-Sponsored Projects	Receive-SP	A	01/01/1900	PUSET
148	Indirect Costs-collected Govt	IC - Govt	A	01/01/1900	PUSET

Figure 75: Account Codes Query (All) Results Page

   - If you choose to de-select certain fields and/or enter other search criteria, the data returned is limited by your input. For example, in the following example, ***Account Codes*** and *Account Descr* were selected and **111** was entered in the *Account Code* field.

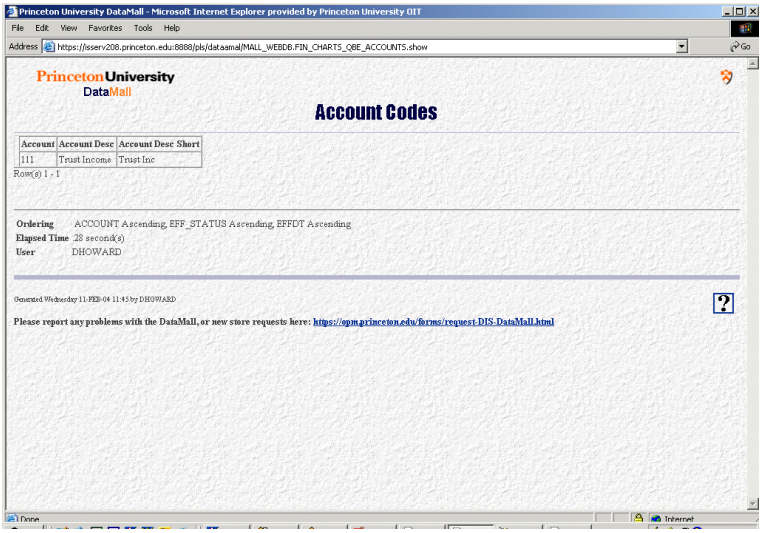

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/MALL_WEBDB.FIN_CHARTS_QBE_ACCOUNTS.show
Princeton University
DataMall
Account Codes
Account Account Desc Account Desc Short
111 Trust Income Trust Inc
Row(s) 1 - 1
Ordering ACCOUNT Ascending, EFF_STATUS Ascending, EFFDT Ascending
Elapsed Time 28 second(s)
User DHOWARD
Please report any problems with the DataMall, or new store requests here: https://opm.princeton.edu/forms/request-DIS-DataMall.html

Figure 76: Accounts Codes Query (With Criteria) Results Page

Obtaining a List of Project Grants

To obtain a list of Project Grants from within the Data Mall, you must access the Financial Reference and Chart Fields page, then perform a Project Grant browse operation as described in the following procedure.

To access Project Grant Codes:

1. Display the Financial Reference and Chart Fields page as described in "Accessing Financial Reference Information," on page 98.

2. Select the type of Project Grant browse operation you want to perform:

   - Browse - Project Grants (Authorized) displays those project/grants to which you have access only. If you select this option, the Project Grants (Authorized) query page is displayed.

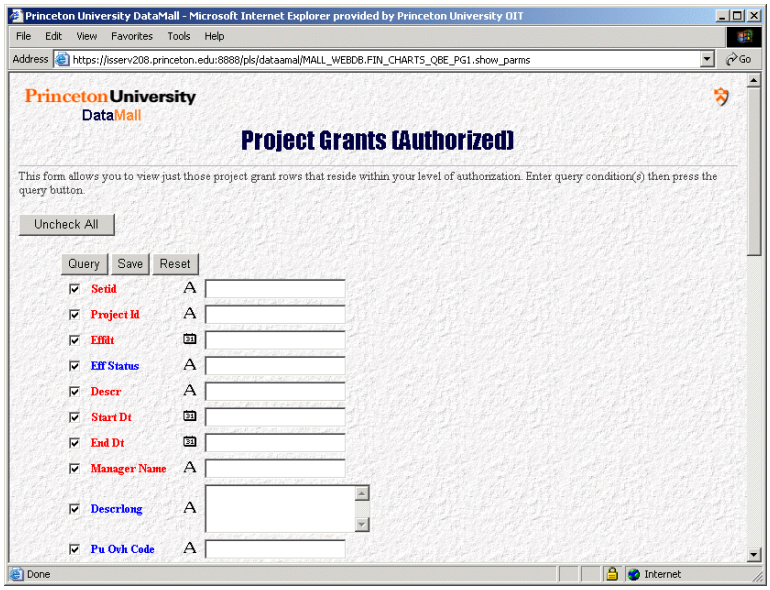


Figure 77: Project Grants (Authorized) Query Page

- Browse - Project Grants (Valid Active) displays the current active project/grants to date. If you select this option, the Project Grants (Valid Active) page is displayed.

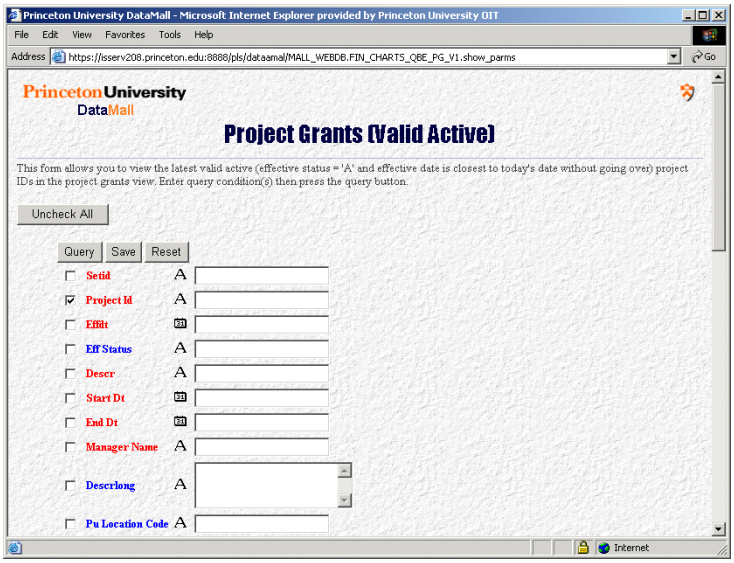

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/MALL_WEBDB.FIN_CHARTS_QBE_PG_V1.show_parms
Princeton University DataMall
Project Grants (Valid Active)
This form allows you to view the latest valid active (effective status = 'A' and effective date is closest to today's date without going over) project IDs in the project grants view. Enter query condition(s) then press the query button.
Uncheck All
Query Save Reset
Setid
Project Id
Effdt
Eff Status
Descr
Start Dt
End Dt
Manager Name
Descrlong
Pu Location Code
Internet

Figure 78: Project Grants (Valid Active) Query Page

3. Click the Query button to view all project/grants with all fields enabled for category you selected, or enter search criteria to limit the information displayed.

   - In the following example, search criteria is not specified: hence the browse returns all details on the Project Grant (Authorized) results page.

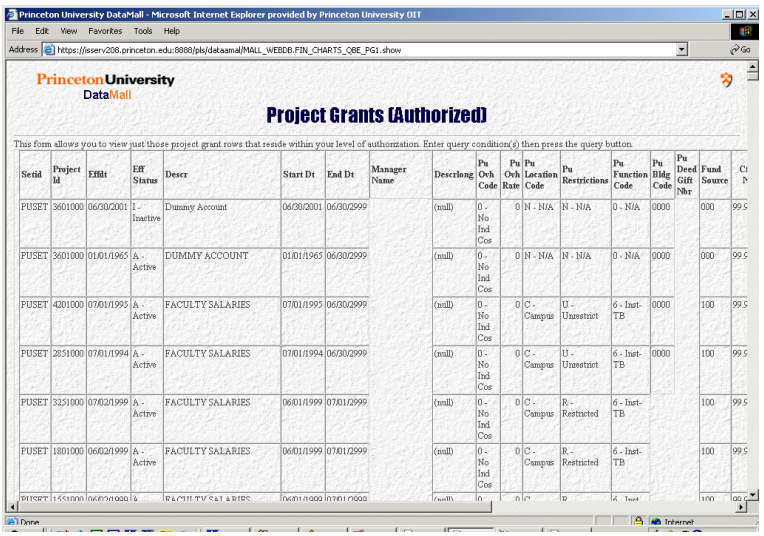

Princeton University DataMall - Microsoft Internet Explorer provided by Princeton University OIT
File Edit View Favorites Tools Help
Address https://isserv208.princeton.edu:8888/pls/dataamal/MALL_WEBDB.FIN_CHARTS_QBE_PG1.show
Princeton University DataMall
Project Grants (Authorized)
This form allows you to view just those project grant rows that reside within your level of authorization. Enter query condition(s) then press the query button.
Setid
Project Id
Effdt
Eff Status
Descr
Start Dt
End Dt
Manager Name
Descrlong
Pu Ovh Code
Pu Ovh Rate
Pu Location Code
Pu Restrictions
Pu Function Code
Pu Bldg Code
Pu Deed Gift Nbr
Fund Source
PUSET 3601000 06/30/2001 I - Inactive Dummy Account 06/30/2001 06/30/2999 (null) 0 - No Ind Cos 0 N - N/A N - N/A 0 - N/A 0000 000
PUSET 3601000 01/01/1965 A - Active DUMMY ACCOUNT 01/01/1965 06/30/2999 (null) 0 - No Ind Cos 0 N - N/A N - N/A 0 - N/A 0000 000
PUSET 4201000 07/01/1995 A - Active FACULTY SALARIES 07/01/1995 06/30/2999 (null) 0 - No Ind Cos 0 C - Campus U - Unrestrict 6 - Inst-TB 0000 100
PUSET 2851000 07/01/1994 A - Active FACULTY SALARIES 07/01/1994 06/30/2999 (null) 0 - No Ind Cos 0 C - Campus U - Unrestrict 6 - Inst-TB 0000 100
PUSET 3251000 07/02/1999 A - Active FACULTY SALARIES 06/01/1999 07/01/2999 (null) 0 - No Ind Cos 0 C - Campus R - Restricted 6 - Inst-TB 100
PUSET 1801000 06/02/1999 A - Active FACULTY SALARIES 06/01/1999 07/01/2999 (null) 0 - No Ind Cos 0 C - Campus R - Restricted 6 - Inst-TB 100

Figure 79: Project Grants (Authorized) Query (All) Results Page

- In the following example, a query was performed from the Project Grants (Valid Active) page, with the *Project Id* field selected.

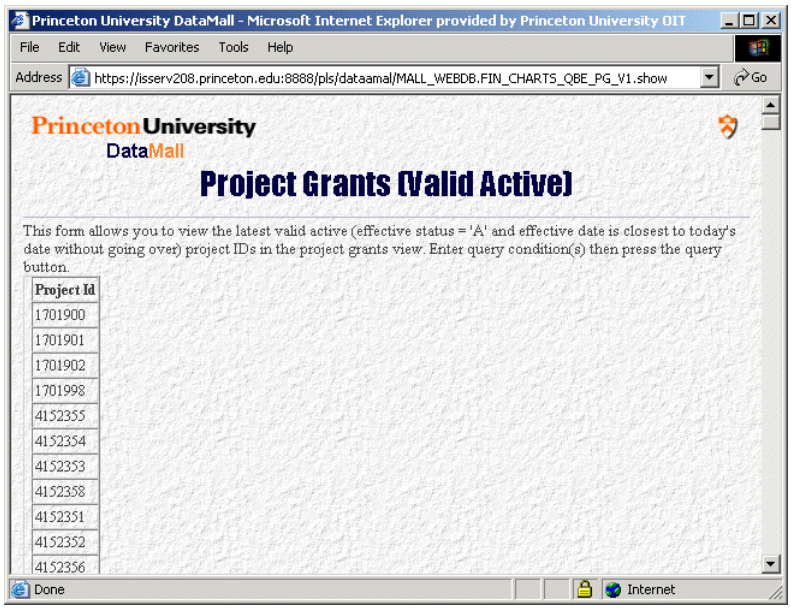


Figure 80: Project Grants (Valid Active) Query Results Page

Grant Numbering and Fund Codes

All requisitions and direct purchase orders have a corresponding Fund Code that must be used for each project/grant you are charging. To satisfy budget checking, the specified fund code and the project/grant number must match.

Table 25: Summary of Fund Codes

Fund No.	Description
10	General Funds
11	General Funds-Oper MM
20	Restricted Funds
40	Non-Government Sponsored Funds
60	Government Sponsored Funds
80	Plant Funds
99	Other

The fund code that you must use when charging to a project/grant is derived from the first four digits of the project/grant number, as illustrated in the following table.

Table 26: Project/Grant Numbers

Project Grant Number										
First 3 digits	4th Digit									
	1	2	3	4	5	6	7	8	9	0
001-025	99	99	99	99	99	99	99	99	99	99
026-037	10	10	10	10	10	10	10	10	10	10
038-069	99	99	99	99	99	99	99	99	99	99
070	80	80	80	80	80	80	80	80	80	80
071-076	99	99	99	99	99	99	99	99	99	99
077-079	80	80	80	80	80	80	80	80	80	80
080-090	99	99	99	99	99	99	99	99	99	99
091-099	80	80	80	80	80	80	80	80	80	80
100-499	10	20	99	40	99	60	99	80	99	99
500-599	99	99	99	40	99	60	99	99	99	99
600-759	10	20	99	40	99	60	99	80	99	99
760-769	11	11	11	11	99	11	99	80	99	99
770-999	10	20	99	40	99	60	99	80	99	99

The following procedure demonstrates how to use Table 26, on page 107 to obtain the correct fund code for the project/grant number you are charging.

To determine the correct fund code:

1. Identify the first three digits of the project/grant number that you are charging to, then locate this number in the range specified in the first column of Table 26, on page 107.

   For example, the first three digits for the project/grant number 1264020 is 126. In the table, the column that contains 126 in its range is 100-499 as shown below.

100-499	10	20	99	40	99	60	99	80	99	99

2. Locate the column heading that corresponds to the fourth digit of the project/grant number. For example, the fourth digit in the project/grant number 1264020 is 4.

3. Determine the row in which the two columns intersect to obtain the fund code for the project/grant number that is being charged.

   For example, using the project/grant number 1264020, the Fund Code is 40.

Project Grant Number										
First 3 digits	**4th Digit**									
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**0**
001-025	99	99	99	99	99	99	99	99	99	99
026-037	10	10	10	10	10	10	10	10	10	10
038-069	99	99	99	99	99	99	99	99	99	99
070	80	80	80	80	80	80	80	80	80	80
071-076	99	99	99	99	99	99	99	99	99	99
077-079	80	80	80	80	80	80	80	80	80	80
080-090	99	99	99	99	99	99	99	99	99	99
091-099	80	80	80	80	80	80	80	80	80	80
100-499	10	20	99	40	99	60	99	80	99	99
500-599	99	99	99	40	99	60	99	99	99	99
600-759	10	20	99	40	99	60	99	80	99	99
760-769	11	11	11	11	99	11	99	80	99	99
770-999	10	20	99	40	99	60	99	80	99	99

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